

**LEE MEMORIAL LIBRARY
Regular Meeting of the
BOARD OF TRUSTEES
Wednesday, September 20, 2017**

Call to order

Catherine Shaw called the meeting to order. Present at the meeting were: Catherine Shaw, Sandy Desmond, Melissa Duncan, Executive Administrator Patricia Durso, Audrey Flynn, Chris Martin, Mayor's Representative Jackie McSwiggan, Cathy Squasoni and Jill Webb. Absent: Sheila H. Granowitz and Mayor Liz White

Open Public Meeting

The meeting was properly noticed according to the Open Public Meeting Act and was announced by Catherine Shaw as open to the public at 7:43PM.

Approval of Minutes

The August 16, 2017 special meeting and executive session minutes were reviewed. The Special meeting minutes were approved on a motion by Chris Martin and seconded by Jill Webb. Jackie McSwiggan abstained and everyone else present voted in favor. The executive session minutes were approved on a motion by Cathy Squasoni and seconded by Audrey Flynn. Jackie McSwiggan abstained and everyone else present voted in favor.

Financial Reports

- Account Balances' Report Ending August 31, 2017**
- Treasurer's Report for August 2017 Operating Account**
- FINAL Bill List for August 2017**
- Bill List for September 2017**

The Board reviewed the September Bill List for **\$43,041.93** out of the Operating Account and **\$0.00** out of the Capital Account. The Finance Committee reminded the Board that each month's bills' list reflects the total checks registered regardless of the date of distribution.

Motion to approve the bill's list by Cathy Squasoni and seconded by Audrey Flynn.

The Roll Call vote yielded approval, as follows:

	Yes	No	Abstain	Not Present
Chris Martin, Vice President	x			
Jill Webb, Treasurer	x			
Sandy Desmond, Secretary	x			
Audrey Flynn	x			
Sheila H. Granowitz				x
Cathy Squasoni	x			
Mayor Liz White				x
Jackie McSwiggan, Mayor's Representative	x			
Melissa Duncan, Superintendent's Rep.	x			
Catherine Shaw, President	x			

Correspondence

No correspondence received.

Administrator's Report

Statistics and Adult Program Report

Youth Services Programming Report

Circulation Trends

Traffic

Details are contained within the reports identified above, as prepared and furnished by Executive Administrator Patricia Durso and Library Director Alessandra Nicodemo.

The Board has agreed to continue the Hoopla service with a monthly download limit of four per patron with no selection restrictions. Patty will negotiate the contract terms with Hoopla.

2018 Holiday and Closing Schedule

The attached 2018 holiday schedule was discussed.

Motion to approve the holiday schedule by Chris Martin and seconded by Audrey Flynn.

The Roll Call vote yielded approval, as follows:

	Yes	No	Abstain	Not Present
Chris Martin, Vice President	x			
Jill Webb, Treasurer	x			
Sandy Desmond, Secretary	x			
Audrey Flynn	x			
Sheila H. Granowitz				x
Cathy Squasoni	x			
Mayor Liz White				x
Jackie McSwiggan, Mayor's Representative	x			
Melissa Duncan, Superintendent's Rep.	x			
Catherine Shaw, President	x			

Committee Reports

1. Board Liaison to the Friends of the Library (FOL)

Liaison: Sheila Granowitz and Cathy Squasoni

Current Financial Status: Bank Balance: \$10,160

Proceeds from Book Sales for the month of July were \$571 and for August were \$680.

*All figures stated are rounded to the nearest dollar.

FOL purchased 200 vouchers for the Museum of Natural History in July for a total of \$2,000.

2. Communications Committee

Members: Audrey Flynn, Sheila Granowitz and Cathy Squasoni

Chair: Cathy Squasoni

Report: Nothing new to report.

3. Facilities Committee

Members: Cathy Squasoni, Jill Webb and Mayor Liz White

Chair: Cathy Squasoni

Report: Recycling center will be moved from the fire hall to a shed outdoors. The kitchen on the second floor will become the staff break room.

4. Finance Committee

Members: Sandy Desmond, Audrey Flynn and Jill Webb

Chair: Jill Webb

Report: Nothing new to report.

5. Human Resource Committee

Members: Chris Martin, Catherine Shaw and Jill Webb

Chair: Chris Martin

Report: The human resources manual has been printed and will be distributed to each employee. Each employee will have one hour of paid time to read, then sign.

6. Nominating Committee

Members: Sheila Granowitz, Chris Martin and Cathy Squasoni

Chair: Sheila Granowitz

Report: Nothing new to report.

7. Policies and Procedures Committee

Members: Melissa Duncan, Chris Martin and Catherine Shaw

Chair: Melissa Duncan

Report: Nothing new to report.

8. Strategic and Capital Planning Committee

Nothing new to report.

Mayor & Council Agenda Items

PSE&G construction should wrap-up soon.

New Business

No new business to discuss

Unfinished Business

Plaques will be purchased by the Administrator to identify and recognize library supporters.

Adjournment

The Board of Trustees' meeting closed at 9:27PM on a motion by Melissa Duncan and seconded by Audrey Flynn. All present voted in favor.

Next Meeting:

Regular Business Meeting: Wednesday, October 18, 2017 at 7:30PM

Submitted By:
Sandy Desmond
Secretary