

LEE MEMORIAL LIBRARY
Regular Meeting of the
BOARD OF TRUSTEES
Wednesday, October 18, 2017

Call to order

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

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 7:34 PM.

Approval of Minutes

The September 20, 2017 regular Board meeting minutes were reviewed. The meeting minutes were approved on a motion by Jill Webb and seconded by Melissa Duncan. Sheila Granowitz abstained and everyone else present voted in favor.

Financial Reports

Account Balances' Report Ending September 30, 2017
Treasurer's Report for September 2017 Operating Account
FINAL Bill List for September 2017
Bill List for October 2017

The Board reviewed the October Bill List for **\$38,854.87** 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 Liz White and seconded by Cathy Squasoni.

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			
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.

Of note:

1) The library will host Digital Memory Media, a company that converts analog media such as VHS tapes and vinyl records to digital format, on November 4, 2017. This event is open to the public. Sample pricing includes a \$17 charge to convert a VHS tape to digital. 20% of all proceeds will be donated to the library.

2) The Government Relations and Public Policy Committee will present "Engaging Stakeholders to Create Our Future Together" on October 27 at Ramsey Library. Patty Durso and Jill Webb are registered to attend. Registrations are still being accepted.

3) The Trustee Development and Education Committee will present "Library Advocacy Services for Library Staffs and Boards of Trustees" at the Hasbrouck Heights Library. Registrants can attend on November 16 or 17. Catherine Shaw, Audrey Flynn, Sheila Granowitz, Jill Webb, Melissa Duncan and Patty Durso are registered.

Committee Reports

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

Liaison: Sheila Granowitz and Cathy Squasoni

Current Financial Status: Bank Balance: \$12,059

Proceeds from Book Sales for the month of September: \$440

Fund Drive: \$13,165

First Day Packets: \$1,430

*All figures stated are rounded to the nearest dollar.

The FOL has decided to discontinue the twice annual "Big Book Sale". Instead, books that did not sell in the bookstore will be donated to various schools/prisons in need in the area.

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. Mayor Liz White to look into identifying a recycling area outside.

4. Finance Committee

Members: Sandy Desmond, Audrey Flynn and Jill Webb

Chair: Jill Webb

Report: The budgeting process for 2018 will begin next week.

5. Human Resource Committee

Members: Chris Martin, Catherine Shaw and Jill Webb

Chair: Chris Martin

Report: Nothing new to report.

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: Meeting to be held on October 20th to continue reviewing/revising all LML policies.

8. Strategic and Capital Planning Committee

Nothing new to report.

Mayor & Council Agenda Items

PSE&G construction nearly finished. Milling and paving to commence on W Allendale and W Maple on October 19 & 20. Construction on W Crescent planned for October 21.

The Allendale 5k will take place on October 29th at 9 am.

New Business

Catherine Shaw announced Cathy Squasoni's resignation from the Board at the end of 2018.

Cathy provided a unique perspective and in depth knowledge of both the library and the Allendale community. The Board thanked her for her service.

Unfinished Business

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

Adjournment

The Board of Trustees' meeting closed at 8:18PM on a motion by Liz White and seconded by Melissa Duncan. All present voted in favor.

Next Meeting:

Regular Business Meeting: Wednesday, November 15, 2017 at 7:30PM

Submitted By:
Catherine Shaw
President