

**LEE MEMORIAL LIBRARY
Regular Meeting of the
BOARD OF TRUSTEES
Wednesday, March 15, 2017**

Call to order

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

Open Public Meeting

The meeting was properly noticed according to the Open Public Meeting Act and was announced by Patricia Durso as open to the public at 8:00PM.

Approval of Minutes

The minutes of the February 15, 2017 regular meeting were reviewed. The second motion for adjournment was corrected and the word field was added for clarification in the mayor section. Both corrections have been noted on the electronic version of the minutes. The February minutes were approved as amended on a motion by Sheila Granowitz and seconded by Audrey Flynn. All present voted in favor.

Financial Reports

- Account Balances Report Ending February 28, 2017**
- Treasurers Report for February 2017 Operating Account**
- FINAL Bill List for February 2017**
- Bill List for March 2017**

The Board reviewed the March Bill List for **\$23,726.81** out of Operating Account and **\$304.90** out of the Capital Account.

Motion to approve the bill list by Jill Webb 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
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 particular note, the New Jersey State Annual Survey was submitted.

Committee Reports

1. Board Liaison to the Friends of the Library

Liaison: Sheila Granowitz and Cathy Squasoni

Current Financial Status: Bank Balance: \$11,554

Proceeds from Book Sale for the month of February: \$713

*All figures stated are rounded to the nearest dollar.

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: Nothing new to report.

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: 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: Nothing new to report.

8. Strategic and Capital Planning Committee

Report: Nothing new to report.

Mayor & Council Agenda Items

Nothing to report.

New Business

Nothing to report.

Unfinished Business

Plaques will be purchased by the Administrator to identify and recognize library supporters. Chris Martin will be working to make the ADA door post look more presentable.

Adjournment

The Board of Trustees Meeting closed at 8:06PM on a motion by Sheila Granowitz and seconded by Jill Webb. All present voted in favor.

Next Meeting:

Regular Business Meeting: Wednesday, April 19, 2017 at 7:30PM

Submitted By:
Sandy Desmond
Secretary