

**LEE MEMORIAL LIBRARY
Regular Meeting of the
BOARD OF TRUSTEES
Wednesday, April 19, 2017**

Call to order

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

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 7:40PM.

Approval of Minutes

The March 15, 2017 regular meeting minutes were reviewed. Minutes were approved on a motion by Cathy Squasoni and seconded by Jill Webb. All present voted in favor.

Financial Reports

**Account Balances Report Ending March 31, 2017
Treasurer's Report for March 2017 Operating Account
FINAL Bill List for March 2017
Bill List for April 2017**

The Board reviewed the April Bill List for **\$24,004.75** out of the Operating Account and **\$3,248.28** out of the Capital Account.

Motion to approve the bill list by Cathy Squasoni and seconded by Liz White.

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.

The board applauds the Administrator's pursuit of continuing education courses in library science. Fees for continuing education courses are to be submitted to the board for approval and reimbursement.

Changes in RICE notices were discussed.

Monthly year-over-year circulation was up for the second time since 2013!

Committee Reports

1. Board Liaison to the Friends of the Library

Liaison: Sheila Granowitz and Cathy Squasoni

Current Financial Status: Bank Balance: \$10,055

Proceeds from Book Sale for the month of February: \$311

*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

Nothing new to report.

Mayor & Council Agenda Items

Hearing and adoption of annual budget and 1.9% tax increase to be held on April 27. Agreement has been reached for permanent lights to be installed at Northern Highlands this summer. Anticipated closing on the Black Millwork property is May 3. Crestwood Lake tennis courts and bathrooms should be refurbished by Memorial Day.

Resolutions

2017 R6 was approved accepting the resignation of the part-time Technical Circulation Assistant.

New Business

Patty suggested the plaques previously hung in our lobby be rehung in the quilt room.

Unfinished Business

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

Adjournment

The Board of Trustees Meeting closed at 8:58PM on a motion by Liz White and seconded by Melissa Duncan. All present voted in favor.

Next Meeting:

Regular Business Meeting: Wednesday, May 17, 2017 at 7:30PM

Submitted By:
Sandy Desmond
Secretary