

**LEE MEMORIAL LIBRARY
Regular Meeting of the
BOARD OF TRUSTEES
Wednesday, May 17, 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, Sheila H. Granowitz, Chris Martin, Cathy Squasoni, Jill Webb 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 7:37PM.

Approval of Minutes

The April 19, 2017 regular meeting minutes were reviewed. Patricia Durso pointed out Chris Martin was absent from the April 19, 2017 meeting and needed to be noted as such in the first paragraph. The correction has been noted on the electronic version of those minutes. The minutes were approved as amended on a motion by Jill Webb and seconded by Liz White. All present voted in favor.

Financial Reports

**Account Balances Report Ending April 30, 2017
Treasurer's Report for April 2017 Operating Account
FINAL Bill List for April 2017
Bill List for May 2017**

The Board reviewed the April Bill List for **\$6,543.95** out of the Operating Account and **\$1,739.00** out of the Capital Account.

Motion to approve the bill list by Audrey Flynn and seconded by Sheila Granowitz.

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

Letter and donation received from Gail Trumbetti in appreciation of the crochet class.

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.

Supervisory Circulation Associate awarded BCCLS Scholarship for MLIS studies.

Committee Reports

1. Board Liaison to the Friends of the Library

Liaison: Sheila Granowitz and Cathy Squasoni

Current Financial Status: Bank Balance: \$10,896

Proceeds from Book Sale for the month of April: \$647

*All figures stated are rounded to the nearest dollar.

A donation of \$7,000 was made to the library Operating Account in April.
Book Sale scheduled for Saturday, May 20.

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: Audit report for December 31, 2016 was reviewed. We are in compliance. Congratulations to Monica Fosdick and Patricia Durso for a clean audit report. A transfer of \$70,496 will be made from the library Operating Account to the library Capital Account.

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: First meeting was held last month. All policies need to be reviewed and revised.

8. Strategic and Capital Planning Committee

Nothing new to report.

Mayor & Council Agenda Items

Allendale Ambulance Corps is celebrating their 80th anniversary with a public safety day this Saturday. The borough closed on the 220 and 230 W. Crescent properties. An extended lease has been negotiated with Andersen Corporation.

Resolutions

2017 R7 was approved to accept the December 31, 2016 audit report. 2017 R8 was approved to transfer funds from the Operating Account to the Capital Account.

New Business

Cathy Squasoni suggested we move the June meeting due to Northern Highlands Regional High School graduation occurring on June 21. Patricia Durso will email alternate dates to the board.

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 9:02PM on a motion by Cathy Squasoni and seconded by Melissa Duncan. All present voted in favor.

Next Meeting:

Regular Business Meeting: Wednesday, June 14, 2017 at 7:30PM

Submitted By:
Sandy Desmond
Secretary