

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

**Call to order**

Catherine Shaw called the meeting to order. Present at the meeting were: Catherine Shaw, Sandy Desmond, Melissa Duncan, Audrey Flynn, Sheila H. Granowitz, Chris Martin (joined later), Mayor’s Representative Jackie McSwiggan, Library Director Alessandra Nicodemo, and Jill Webb. Absent: Executive Administrator Patricia Durso, 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 Catherine Shaw as open to the public at 7:37PM.

**Approval of Minutes**

The June 14, 2017 regular meeting minutes were reviewed. Minutes were approved on a motion by Audrey Flynn and seconded by Melissa Duncan. Jackie McSwiggan abstained and everyone else present voted in favor.

**Financial Reports**

- Account Balances’ Report Ending June 30, 2017**
- Treasurer’s Report for June 2017 Operating Account**
- FINAL Bill List for June 2017**
- Bill List for July 2017**

The Board reviewed the July Bill List for **\$17,447.98** out of the Operating Account and **\$0.00** out of the Capital Account.

Motion to approve the bill list by Jill Webb and seconded by Melissa Duncan.

The Roll Call vote yielded approval, as follows:

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

## **Correspondence**

Jim and Patty Wright mailed a \$125 donation to the Library with a note of support for the programs. The Holiday Observers mailed tickets to the Library for employees and their families to attend the Fourth of July fireworks. A patron emailed Patricia Durso and Alessandra Nicodemo complimenting the "Shakespeare in Our Park" event and requested the program continue. A patron emailed a request to do a film shoot at the Library.

## **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 Trustees highly praised the "Shakespeare in Our Park" evening and thanked Patricia Durso and the Library staff for all of the hard work in creating a wonderful event. The event was very well attended as a result of all of the great communication leading up to the evening.

## **Resolutions**

Nothing new to report.

## **Committee Reports**

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

Liaison: Sheila Granowitz and Cathy Squasoni

Current Financial Status: Bank Balance: \$8,359

Proceeds from Book Sales for the month of June: \$569

\*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: Policies are under review; a meeting is scheduled for July 27.

**8. Strategic and Capital Planning Committee**

Nothing new to report.

**Mayor & Council Agenda Items**

The Borough has applied for a \$50,000 matching grant from Bergen County for a band shell at Crestwood Lake. If successful, it would be awarded in 2019.

**New Business**

Chris Martin has finished the ADA doorpost and installed a handsome light on top.

**Unfinished Business**

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

**Adjournment**

The Board of Trustees Meeting closed at 8:34PM on a motion by Jackie McSwiggan and seconded by Jill Webb. All present voted in favor.

***Next Meeting:***

**Regular Business Meeting: Wednesday, September 20, 2017 at 7:30PM**

Submitted By:  
Sandy Desmond  
Secretary