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:

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<th>Yes</th>
<th>No</th>
<th>Abstain</th>
<th>Not Present</th>
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<tr>
<td>Chris Martin, Vice President</td>
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<td>Jill Webb, Treasurer</td>
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<td>Sandy Desmond, Secretary</td>
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<tr>
<td>Audrey Flynn</td>
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<td>Sheila H. Granowitz</td>
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<tr>
<td>Cathy Squasoni</td>
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<td>Mayor Liz White</td>
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<td>Melissa Duncan, Superintendent’s Rep.</td>
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<tr>
<td>Catherine Shaw, President</td>
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</tbody>
</table>
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/rewising all LML policies.

8. **Strategic and Capital Planning Committee**  
   Nothing new to report.

**Mayor & Council Agenda Items**  

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 8:18 PM 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 7:30 PM

Submitted By:
Catherine Shaw
President