

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

Call to order

Catherine Shaw called the meeting to order. Present at the meeting were: Catherine Shaw, Sandy Desmond, Melissa Duncan, Executive Administrator Patricia Durso, Audrey Flynn, Sheila H. Granowitz, Chris Martin (joined later), Cathy Squasoni and Jill Webb. Absent: 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 7:34PM.

Approval of Minutes

The October 18, 2017 regular meeting minutes were reviewed. Minutes were approved on a motion by Melissa Duncan and seconded by Sheila Granowitz. All present voted in favor.

Financial Reports

Account Balances' Report Ending October 31, 2017
Treasurer's Report for October 2017 Operating Account
FINAL Bill List for October 2017
Bill List for November 2017

The Board reviewed the November Bill List for **\$37,369.08** out of the Operating Account and **\$0.00** out of the Capital Account.

Motion to approve the bill list by Melissa Duncan 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.

Executive Administrator recommended the formation of a Grants Committee following the passing of the Library Construction Act in the November 2017 election.

Executive Session

A motion was made by Melissa Duncan and seconded by Jill Webb to go into executive session at 7:56PM. Executive session was closed at 8:03PM on a motion by Chris Martin and seconded by Melissa Duncan.

Resolutions

The following resolution was discussed and approved:
2017 R12 Hiring of Youth Services Assistant

Committee Reports

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

Liaison: Sheila Granowitz and Cathy Squasoni
Current Financial Status: Bank Balance: \$12,955
Proceeds from Book Sales for the month of October were \$650.
*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: Committee meeting date to be determined.

5. Human Resource Committee

Members: Chris Martin, Catherine Shaw and Jill Webb
Chair: Chris Martin
Report: An Incident Reporting Policy has been drafted for Board review, to be included in the HR Manual. The Incident Reporting Policy will accompany the existing Incident Reporting Form. Chris Martin will obtain the Policy Manual from Borough Hall for reference.

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: Updated policies and procedures are being distributed to board members tomorrow for review. All comments need to be submitted by December 13, 2017.

8. Strategic and Capital Planning Committee

Nothing new to report.

Mayor & Council Agenda Items

Nothing new to report.

New Business

No new business.

Unfinished Business

The Board has decided against using plaques at this time.

Adjournment

The Board of Trustees' meeting closed at 8:48PM on a motion by Audrey Flynn and seconded by Melissa Duncan. All present voted in favor.

Next Meeting:

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

Submitted By:
Sandy Desmond
Secretary