

**LEE MEMORIAL LIBRARY**  
**Regular Meeting of the**  
**BOARD OF TRUSTEES**  
**Wednesday, December 20, 2017**

**Call to order**

Catherine Shaw called the meeting to order. Present at the meeting were: Catherine Shaw, Sandy Desmond, Executive Administrator Patricia Durso, Sheila H. Granowitz, Mayor's Representative Jackie McSwiggan, Cathy Squasoni and Jill Webb. Absent: Melissa Duncan, Audrey Flynn, Chris Martin 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 7:38PM.

**Approval of Minutes**

The November 15, 2017 regular meeting minutes were reviewed. Minutes were approved on a motion by Cathy Squasoni and seconded by Sheila Granowitz. Jackie McSwiggan abstained, and all others present voted in favor.

**Financial Reports**

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

The Board reviewed the December Bill List for **\$70,344.98** out of the Operating Account and **\$0.00** out of the Capital Account.

Motion to approve the bill list by Jackie McSwiggan and seconded by Sheila Granowitz.

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**

Helen Brusco mailed a Christmas card with a \$2,000 donation to the David J. Brusco Memorial Fund to be used for our "Shakespeare in Our Park" events. Patty reciprocated correspondence in gratitude.

## **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.

LibraryLink NJ terminated the statewide contract with the current delivery service for interlibrary loans. New vendor, Expak, begins January 2, 2018.

## **Resolutions**

The following resolution was discussed and approved:  
2017 R13 - Board Meeting Schedule for 2018

## **Committee Reports**

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

Liaison: Sheila Granowitz and Cathy Squasoni  
Current Financial Status: Bank Balance: \$13,698  
Proceeds from Book Sales for the month of November were \$366.  
\*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 met in December to prepare the operating budget for 2018. Budget to be presented at the January board meeting.

### **5. Human Resource Committee**

Members: Chris Martin, Catherine Shaw and Jill Webb  
Chair: Chris Martin  
Report: The Board has tabled passing the updated Incident Reporting Policy for inclusion in the HR Manual until January.

**6. Nominating Committee**

Members: Sheila Granowitz, Chris Martin and Cathy Squasoni

Chair: Sheila Granowitz

Report: Committee recently met and presented the slate under consideration.

**7. Policies and Procedures Committee**

Members: Melissa Duncan, Chris Martin and Catherine Shaw

Chair: Melissa Duncan

Report: The Board has tabled passing the updated policies and procedures until January.

**8. Strategic and Capital Planning Committee**

Nothing new to report.

**Mayor & Council Agenda Items**

Council has sent a letter to the county urging the adoption of a wildlife management program. There will be a town hall meeting in January to discuss recommendations from the DEP.

**New Business**

Nothing new to report.

**Unfinished Business**

The Board has decided against using plaques at this time.

**Adjournment**

The Board of Trustees' meeting closed at 9:40PM on a motion by Jill Webb and seconded by Sheila Granowitz. All present voted in favor.

***Next Meeting:***

**Regular Business Meeting: Wednesday, January 17, 2018 at 7:30PM**

Submitted By:  
Sandy Desmond  
Secretary