

**LEE MEMORIAL LIBRARY
BOARD OF TRUSTEES
ANNUAL ORGANIZATIONAL MEETING
Wednesday, January 18, 2017**

I. Call to order: Alessandra Nicodemo, Library Director

Alessandra Nicodemo called the LML Board of Trustees Annual Organizational Meeting to order at 7:39 PM.

Present at the meeting were: Catherine Shaw, Executive Administrator, Patricia Durso, Sandy Desmond, Melissa Duncan, Audrey Flynn, Sheila Granowitz, Chris Martin, Library Director, Alessandra Nicodemo, Cathy Squasoni, Jill Webb, Mayor Liz White.

II. Open Public Meeting

The meeting was properly noticed according to the Open Public Meeting Act and was announced by Alessandra Nicodemo as open to the public at 7:39PM.

III. Minutes of the January 2016 Organizational Meeting

The minutes of the January 2016 Organizational Meeting were approved on a motion by Liz White and seconded by Jill Webb.

All present voted in favor.

IV. Oath of Office

Mayor, Liz White administered the oath of office of Lee Memorial Library Trustee, as follows to Melissa Duncan and Chris Martin. Their terms will run from 2017-2021.

**OATH OF OFFICE
STATE OF NEW JERSEY
COUNTY OF BERGEN**

I, Melissa Duncan and Chris Martin, do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of New Jersey, that I will bear true faith and allegiance to the same and to the Governments established in the United States and in this State, under the Authority of the People, and that I will faithfully, impartially and justly perform all the duties of the office of the Trustee of the Lee Memorial Library to the best of my ability, so help me God.

Signed by: Melissa Duncan and Chris Martin

Sworn and subscribed before me this 18th day of January 2017.

V. Election of Officers 2017

Nominating Committee member Sheila Granowitz presented to the board candidates for election to the offices of President, Vice President, Treasurer, and Secretary for 2017.

LEE MEMORIAL LIBRARY RESOLUTION

Be it hereby resolved by the Trustees of the Lee Memorial Library on January 18, 2017 that the following Trustees be elected to office:

President: Catherine Shaw
Vice President: Chris Martin
Treasurer: Jill Webb
Secretary: Sandy Desmond

Motion to accept the Resolution: Sheila Granowitz on behalf of nominating committee

**Roll Call Vote
Board of Trustees**

	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			

Date: 1/18/2017
Signed: Sandy Desmond
Office: Secretary

VI. Resolution to Authorize Check Signatories

The board voted to authorize check signatories for bank accounts related to LML business.

LEE MEMORIAL LIBRARY RESOLUTION

Be it hereby resolved by the Trustees of the Lee Memorial Library on January 18, 2017 that the following Trustees are authorized to sign checks for Lee Memorial Library. All checks require two of the three signatures.

1. Jill Webb
2. Audrey Flynn
3. Catherine Shaw

Motion to accept the Resolution: Cathy Squasoni

Second the Motion: Liz White

**Roll Call Vote
Board of Trustees**

	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			

Date: 1/18/2017
Signed: Sandy Desmond
Office: Secretary

VII. Bank Accounts

Jill Webb moved to approve, and Audrey Flynn seconded, the use of the previously established bank accounts.

All present voted in favor.

VII. Appointments

Liz White moved to approve the following appointments, with Chris Martin seconding the motion:

- Auditors: Ferraioli, Wielkocz, Cerullo & Cuva
- Attorney: Michael A. Cerone, Jr.
- Newspaper of Record: Town Journal

All present voted in favor.

VIII. Petty Cash Account

Audrey Flynn moved to approve the petty cash account in the amount of \$100. Jill Webb seconded the motion.

All present voted in favor.

IX. Certification of Agreement with BCCLS

Ms. Nicodemo presented the Certification of Agreement with BCCLS for the year 2017. The Library Director and Board of Trustees President signed and dated the document, attesting compliance with BCCLS policies.

X. Adjournment

The Annual Organizational Meeting closed at 7: 50PM on a motion by Cathy Squasoni and seconded by Jill Webb.

All present voted in favor.

Next Organizational Meeting: January 2018

**Submitted by:
Sandy Desmond
Secretary**