**Call to order**
Catherine Shaw called the meeting to order. 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.

**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 7:51PM.

**Approval of Minutes**
Minutes of the December 21st regular meeting were reviewed. Minutes were approved on a motion by Liz White and seconded by Sheila Granowitz. All voted in favor (Melissa Duncan abstained).

**Financial Reports**
- Treasurers Report for December 2016 Operating Account
- FINAL Bill List for December 2016
- Bill List for January 2017

The Board reviewed the January Bill List for $20,756.17 out of the Operating Account and $0 out of the Capital Account.

Motion to approve the bill list by Jill Webb and seconded by Audrey Flynn.

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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<td>Audrey Flynn</td>
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<td>Sheila H. Granowitz</td>
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<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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<td>Catherine Shaw, President</td>
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Correspondence

No correspondence.

Administrator's Report

Statistics and Adult Program Report
Youth Services Programming Report
Circulation Trends
Traffic

Detail is contained within the reports identified above, as prepared and furnished by Patricia Coleman Durso and Alessandra Nicodemo.

The Board thanked Patty for hosting a holiday dinner for the Lee Memorial Library employees.

The search for the right candidate of technical/circulation clerk continues.

Committee Reports

1. Finance Committee
   Members: Audrey Flynn, Jill Webb, Sandy Desmond
   Chair: Jill Webb
   Report: Committee presented the 2017 Operating Budget for approval. Resolution approving budget passed (R3). Resolution regarding hourly wages passed (R4).

2. Facilities Committee
   Members: Mayor Liz White, Jill Webb, and Cathy Squasoni
   Chair: Cathy Squasoni
   Report: nothing to report

3. Human Resource Committee
   Members: Chris Martin, Jill Webb and Catherine Shaw
   Chair: Chris Martin

4. Communications Committee
   Members: Audrey Flynn, Sheila Granowitz and Cathy Squasoni
   Chair: Cathy Squasoni
   Report: nothing to report

5. Policies and Procedures Committee
   Members: Catherine Shaw, Sandy Desmond and Chris Martin
   Chair: Sandy Desmond
   Report: Nothing new to report

6. Nominating Committee
   Members: Sheila Granowitz, Chris Martin and Cathy Squasoni
   Chair: Sheila Granowitz
   Report: Slate approved.
7. **Board Liaison to the Friends of the Library**
   Liaison: Sheila Granowitz and Cathy Squasoni
   Current Financial Status: Bank Balance: $9,854
   First Day Packet to Date: $1,260
   Proceeds from Book Sale for the month of December: $643
   *All figures stated are rounded to the nearest dollar.

   Purchased 200 museum passes for $2,000 (previously able to purchase 288 passes for the same amount).

   There will be one large book sale in 2017 coordinating with the Garden Club event in May.

8. **Strategic and Capital Planning Committee**
   Members: Catherine Shaw, Audrey Flynn, Cathy Squasoni, Jill Webb
   Chair: Catherine Shaw
   Report: Nothing new to report

**Mayor & Council Agenda Items**

   The Borough has hired an insurance risk management company (Chadler Solutions, Michael Baggio). The Borough has introduced an ordinance to allow the use of lights at the athletic fields at Northern Highlands.

**New Business**

   Nothing to report.

**Unfinished Business**

   Plaques will be purchased by the Administrator to identify and recognize library supporters. Chris Martin will be working to make the ADA door post look more presentable.

**Executive Session**

   A motion was made by Chris Martin and seconded by Liz White to go into executive session at 9:41PM. Executive session was closed at 9:56PM on a motion by Liz White and seconded by Melissa Duncan.

**Adjournment**

   The Board of Trustees Meeting closed at 10:00PM on a motion by Liz White and seconded by Melissa Duncan. All present voted in favor.

**Next Meeting:**

**Regular Business Meeting: Wednesday, February 15, 2017 at 7:30PM**

Submitted By:
Sandy Desmond
Secretary