

LEE MEMORIAL LIBRARY
Regular Meeting of the
BOARD OF TRUSTEES
Wednesday, January 18, 2017

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

Account Balances Report Ending December 31, 2016
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:

	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.

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

Report: Updated HR Policy Manual for LML presented for review.

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