

**LEE MEMORIAL LIBRARY**  
**Regular Meeting of the**  
**BOARD OF TRUSTEES**  
**Wednesday, February 15, 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, Chris Martin, Cathy Squasoni, Jill Webb, and Mayor Liz White. Absent: Audrey Flynn and Sheila H. Granowitz.

**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 7:28PM.

**Approval of Minutes**

The minutes of the January 18, 2017 regular and organizational meetings were reviewed. Corrections recommended by Audrey Flynn have been noted on the electronic versions of those minutes. Both minutes were approved as amended on a motion by Liz White and seconded by Melissa Duncan. All present voted in favor.

**Financial Reports**

- Account Balances Report Ending January 31, 2017**
- Treasurers Report for January 2017 Operating Account**
- FINAL Bill List for January 2017**
- Bill List for February 2017**

The Board reviewed the February Bill List for **\$7,804.52** out of Operating Account and **\$823.98** out of the Capital Account.

Motion to approve the bill list by Melissa Duncan and seconded by Liz White.

The Roll Call vote yielded approval, as follows:

	Yes	No	Abstain	Not Present
<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>Melissa Duncan, Superintendent's Rep.</b>	x			
<b>Catherine Shaw, President</b>	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.

## **Committee Reports**

### **1. Finance Committee**

Members: Sandy Desmond, Audrey Flynn and Jill Webb

Chair: Jill Webb

Report: Nothing to report.

### **2. Facilities Committee**

Members: Cathy Squasoni, Jill Webb and Mayor Liz White

Chair: Cathy Squasoni

Report: Nothing to report.

### **3. Human Resource Committee**

Members: Chris Martin, Catherine Shaw and Jill Webb

Chair: Chris Martin

Report: Resolution approving the Personnel Policies & Procedures Manual and Employee Handbook passed (R5).

### **4. Communications Committee**

Members: Audrey Flynn, Sheila Granowitz and Cathy Squasoni

Chair: Cathy Squasoni

Report: Nothing to report.

### **5. Policies and Procedures Committee**

Members: Melissa Duncan, Chris Martin and Catherine Shaw

Chair: Melissa Duncan

Report: Nothing new to report.

### **6. Nominating Committee**

Members: Sheila Granowitz, Chris Martin and Cathy Squasoni

Chair: Sheila Granowitz

Report: Nothing new to report.

**7. Board Liaison to the Friends of the Library**

Liaison: Sheila Granowitz and Cathy Squasoni

Current Financial Status: Bank Balance: \$10,341

Proceeds from Book Sale for the month of January: \$566

\*All figures stated are rounded to the nearest dollar.

**8. Strategic and Capital Planning Committee**

Members: Audrey Flynn, Catherine Shaw, Cathy Squasoni, Jill Webb

Chair: Catherine Shaw

Report: Nothing new to report.

**Mayor & Council Agenda Items**

Another new ordinance has been introduced for the field lights at Northern Highlands to accommodate a change in the height and number of poles.

**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.

**Adjournment**

The Board of Trustees Meeting closed at 9:28PM on a motion by Cathy Squasoni and seconded by ~~Catherine Shaw~~ Melissa Duncan. All present voted in favor.

***Next Meeting:***

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

Submitted By:  
Sandy Desmond  
Secretary