

**LEE MEMORIAL LIBRARY
Regular Meeting of the
BOARD OF TRUSTEES
Wednesday, June 14, 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 H. Granowitz, Cathy Squasoni and Jill Webb. Absent: 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 7:39PM.

Approval of Minutes

The May 17, 2017 regular meeting minutes were reviewed. Minutes were approved on a motion by Cathy Squasoni and seconded by Jill Webb. All present voted in favor.

Financial Reports

- Account Balances' Report Ending May 31, 2017**
- Treasurer's Report for May 2017 Operating Account**
- FINAL Bill List for May 2017**
- Bill List for June 2017**

The Board reviewed the June Bill List for **\$6,507.23** out of the Operating Account and **\$0.00** out of the Capital Account.

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

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

Patricia Durso mailed a letter to the Allendale Garden Club to thank them for the beautiful gardens around the Library. The Allendale Garden Club 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.

Adult Programming Coordinator completed graduate studies and was awarded a Master's Degree in Library and Information Science from LIU. LML now has two MLS-level professionals on staff.

Catherine Shaw praised Patricia Durso for the touching presentation at the Memorial Day ceremony. It resonated with many members of the Allendale community.

Resolutions

2017 R9 was approved to increase the hourly wage for part-time employees.

Committee Reports

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

Liaison: Sheila Granowitz and Cathy Squasoni

Current Financial Status: Bank Balance: \$15,643

Proceeds from Book Sales for the month of May: \$537

Proceeds from the May 20 Big Book Sale: \$266

*All figures stated are rounded to the nearest dollar.

The Friends awarded a Northern Highlands student with a \$750 scholarship. Frick Museum passes were purchased for \$200 by FOL.

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: Nothing new to report.

5. Human Resource Committee

Members: Chris Martin, Catherine Shaw and Jill Webb

Chair: Chris Martin

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. Policies and Procedures Committee

Members: Melissa Duncan, Chris Martin and Catherine Shaw

Chair: Melissa Duncan

Report: Policies are under review; a meeting is scheduled for next month.

8. Strategic and Capital Planning Committee

Nothing new to report.

Mayor & Council Agenda Items

Nothing new to report.

New Business

Nothing new 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 doorpost look more presentable.

Adjournment

The Board of Trustees Meeting closed at 8:49PM on a motion by Cathy Squasoni and seconded by Audrey Flynn. All present voted in favor.

Next Meeting:

Regular Business Meeting: Wednesday, July 19, 2017 at 7:30PM

Submitted By:

Sandy Desmond

Secretary