

**LEE MEMORIAL LIBRARY  
Regular Meeting of the  
BOARD OF TRUSTEES  
Thursday, May 17, 2018**

**Call to order**

Melissa Duncan called the meeting to order. Present at the meeting were: Catherine Shaw (joined later), Sandy Desmond, Melissa Duncan, Executive Administrator Patricia Durso, Audrey Flynn, Ari Bernstein, Sheila H. Granowitz, Liz Simendinger 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 Melissa Duncan as open to the public at 7:05PM.

**Approval of Minutes**

The April 11, 2018 regular meeting minutes were reviewed. Minutes were approved on a motion by Audrey Flynn and seconded by Melissa Duncan.

**Financial Reports**

**Account Balances' Report Ending April 30, 2018**

**Treasurer's Report for April 2018**

**FINAL Bill List for April 2018**

**Bill List for May 2018**

The Board reviewed the April Bill List for **\$26,678.21** out of the Operating Account and **\$0.00** out of the Capital Account.

Motion to approve the bill list by Liz Simendinger and seconded by Sheila Granowitz.

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>Liz Simendinger</b>	X			
<b>Ari Bernstein, Mayor's Rep.</b>	X			
<b>Melissa Duncan, Superintendent's Rep.</b>	X			
<b>Catherine Shaw, President</b>				X

**Correspondence**

Letter received from Edward Black regarding the meager offering from CloudLibrary. We were pleased to advise Mr. Black of the expansive offerings coming from OverDrive beginning May 9, 2018. Letter received from Helen Brusco with an offer to provide funding

for the LML annual Shakespeare Festival at Crestwood Park this summer. Fred Litt emailed the Administrator an Open Public Records Act Request for all Board members' email addresses. Attorney has been contacted regarding the request.

### **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. Board Liaison to the Friends of the Library (FOL)**

Liaison: Sheila Granowitz and Liz Simendinger

Current Financial Status: Bank Balance: \$19,246

Proceeds from Book Sales for the month of April were \$525.

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

Memorial books were purchased. Plaque and planters are being considered for the gazebo in honor of Tom Olson. The Administrator noted year-to-date FOL fundraising has exceeded total fundraising for 2017. There will be a meeting between the FOL board and the LML Board of Trustees' President in the near future.

#### **2. Communications Committee**

Members: Audrey Flynn, Sheila Granowitz and Liz Simendinger

Chair: Liz Simendinger

Report: Liz Simendinger recently reminded the members of the Allendale Woman's Club of all the LML services and encouraged everyone to utilize the free offerings.

#### **3. Facilities Committee**

Members: Audrey Flynn, Jill Webb and Mayor Liz White

Chair: Audrey Flynn

Report: Nothing new to report.

#### **4. Finance Committee**

Members: Sandy Desmond, Audrey Flynn and Jill Webb

Chair: Jill Webb

Report: Audit report for December 31, 2017 was discussed. We are in compliance. Congratulations to Monica Fosdick and Patricia Durso for a clean audit report. A transfer of \$86,414 will be made from the library Operating Account to the library Capital Account.

#### **5. Human Resource Committee**

Members: Chris Martin, Catherine Shaw and Jill Webb

Chair: Chris Martin

Report: Interviews being conducted for a couple of open positions.

**6. Nominating Committee**

Members: Sandy Desmond, Sheila Granowitz and Chris Martin

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: Nothing new to report.

**8. Strategic and Capital Planning Committee**

Members: Catherine Shaw, Melissa Duncan, Jill Webb and Liz White

Chair: Catherine Shaw

Report: First meeting held last month. An updated LML Strategic Plan is needed with community input. Borough's Master Plan to include the library plans so there is only one "Master Plan" for the town. A Fundraising Committee to be created to address potential LML expansion.

**Mayor & Council Agenda Items**

Thanks to the Borough's AAA bond rating, a favorable rate was received to renew the notes for 220 and 230 W. Crescent Avenue.

**Resolutions**

2018 R9 was approved to transfer funds to the Capital Account. 2018 R10 was approved for the adjusted Capital Budget.

**New Business**

Catherine would like to propose an alternate date for the June meeting with the many school events around the same time. We will have the meeting Tuesday, June 19 at 7:00PM.

**Unfinished Business**

Nothing new to report.

**Adjournment**

The Board of Trustees' meeting closed at 8:45PM on a motion by Melissa Duncan and seconded by Sheila Granowitz. All present voted in favor.

**Next Meeting:**

**Regular Business Meeting: Tuesday, June 19, 2018 at 7:00PM**

Submitted By:  
Sandy Desmond  
Secretary