

**LEE MEMORIAL LIBRARY
Regular Meeting of the
BOARD OF TRUSTEES
Thursday, September 20, 2018**

Call to order

Catherine Shaw called the meeting to order. Present at the meeting were: Sandy Desmond, Melissa Duncan, Executive Administrator Patricia Durso, Audrey Flynn, Sheila H. Granowitz, Chris Martin, Library Director Alessandra Nicodemo, Liz Simendinger, Jill Webb and 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 7:04PM.

Approval of Minutes

The July 19, 2018 regular meeting minutes were reviewed. Minutes were approved on a motion by Jill Webb and seconded by Melissa Duncan. Chris Martin, Catherine Shaw and Liz White abstained, all others voted in favor. The August 16, 2018 special meeting minutes were reviewed. Minutes were approved on a motion by Liz Simendinger and seconded by Melissa Duncan. Sandy Desmond, Sheila Granowitz, Chris Martin and Liz White abstained, all others voted in favor.

Financial Reports

Account Balances' Report Ending August 31, 2018

Treasurer's Report for August 2018

FINAL Bill List for August 2018

Bill List for September 2018

The Board reviewed the September Bill List for **\$44,145.92** out of the Operating Account and **\$0.00** out of the Capital Account.

Motion to approve the bill list by Liz White 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			
Liz Simendinger	x			
Melissa Duncan, Superintendent's Rep.	x			
Mayor Liz White	x			
Catherine Shaw, President	x			

Correspondence

A Mahwah resident sent a letter complimenting the LML staff after she had misplaced a borrowed item, then later found the item. She was so impressed with the professionalism of the LML staff that she included a \$20 donation.

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.

Alessandra presented pertinent information related to the potential demise of the NJLIS inter-library delivery system and BCCLS' proposed creation of a new delivery system. It is estimated the NJLIS delivery service will dissolve by the middle of next year. BCCLS is asking each library in the BCCLS network for a vote on the proposed delivery system at their meeting in October. This service will cost each library approximately \$9,000 annually.

Committee Reports

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

Liaison: Sheila Granowitz and Liz Simendinger

Current Financial Status: Bank Balance: \$20,842

Proceeds from Book Sales for the month of August were \$1,051.

*All figures stated are rounded to the nearest dollar.

FOL is working with NJ Transit to set up a stand of books for commuters to borrow and return at no charge.

2. Communications Committee

Members: Audrey Flynn, Sheila Granowitz and Liz Simendinger

Chair: Liz Simendinger

Report: Nothing new to report.

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: Nothing new to report.

5. Human Resource Committee

Members: Chris Martin, Catherine Shaw and Jill Webb

Chair: Chris Martin

Report: Two candidates proposed for hire.

Resolutions:

The following resolutions were discussed and approved:

2018 R12 Hiring of Library Assistant

2018 R13 Hiring of Circulation Assistant/Page

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: Committee met a couple of weeks ago in order to move forward with a fundraising strategy regardless of how the Borough proceeds. Survey is being considered via Swiftreach and Constant Contact. One vision for the town versus separate Borough and Library plans is optimal.

Mayor & Council Agenda Items

Mayor White heard high praise for the Library staff from Nick Gray upon his experience in getting notary service. Memorial Sloan Kettering is looking for children's book donations.

New Business

Audrey Flynn followed-up on the passport acceptance facility idea. Audrey plans to pursue additional information.

Unfinished Business

Nothing new to report.

Adjournment

The Board of Trustees' meeting closed at 9:18PM on a motion by Sheila Granowitz and seconded by Melissa Duncan. All present voted in favor.

Next Meeting:

Regular Business Meeting: Thursday, October 18, 2018 at 7:00PM

Submitted By:

Sandy Desmond

Secretary