

LEE MEMORIAL LIBRARY
Regular Meeting of the
BOARD OF TRUSTEES
Wednesday, January 17, 2018

Call to order

Catherine Shaw called the meeting to order. Present at the meeting were: Catherine Shaw, Sandy Desmond, Melissa Duncan, Executive Administrator Patricia Durso, Audrey Flynn, Sheila H. Granowitz, Liz Simendinger, Jill Webb and Mayor Liz White. Absent: Chris Martin.

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 7:48PM.

Approval of Minutes

The December 20, 2017 regular meeting minutes were reviewed. Minutes were approved on a motion by Jill Webb and seconded by Sheila Granowitz. Melissa Duncan, Audrey Flynn, Liz Simendinger and Mayor Liz White abstained all others voted in favor.

Financial Reports

- Account Balances' Report Ending December 31, 2017**
- Treasurer's Report for December 2017 Operating Account**
- FINAL Bill List for December 2017**
- Bill List for January 2018**

The Board reviewed the January Bill List for **\$33,337.30** 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 Sheila Granowitz.

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			
Mayor Liz White	x			
Melissa Duncan, Superintendent's Rep.	x			
Catherine Shaw, President	x			

Correspondence

Liz White received a lovely email from Jim Wright complimenting the Library. A letter from a resident requesting use of library resources has been received. Items available to the public have been shared and access to items not available to the public have been denied.

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.

Expak, the new vendor for statewide delivery service for interlibrary loans was expected to debut January 8 after a three-week transition period of no deliveries or pick-ups from the former service. Hold embargo now lifted, but deliveries/pick-ups not consistently made. LibraryLink NJ is working with Expak toward resolution. In the meantime, materials continue to pile up and requests go unfilled.

Committee Reports

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

Liaison: Sheila Granowitz and Liz Simendinger

Current Financial Status: Bank Balance: \$8,941

Proceeds from Book Sales for the month of December were \$596.

*All figures stated are rounded to the nearest dollar.

FOL purchased passes for the Museum of Natural History for \$2,000 and Grounds for Sculpture for \$500. Provided \$3,500 for the Summer Reading Program and \$500 for the web-based subscription service, TixKeeper, to manage the lending of library resources.

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: Committee presented the 2018 Operating Budget for approval. Resolution approving budget passed (2018 R3).

5. Human Resource Committee

Members: Chris Martin, Catherine Shaw and Jill Webb

Chair: Chris Martin

Report: Resolution approving the updated Incident Reporting Policy for inclusion in the HR Manual passed (2018 R4). Resolution approving hourly wage increases passed (2018 R6).

6. Nominating Committee

Members: Sandy Desmond, Sheila Granowitz and Chris Martin

Chair: Sheila Granowitz

Report: Slate approved.

7. Policies and Procedures Committee

Members: Melissa Duncan, Chris Martin and Catherine Shaw

Chair: Melissa Duncan

Report: Resolution approving the updated policies and procedures passed (2018 R5).

8. Strategic and Capital Planning Committee

Nothing new to report.

Mayor & Council Agenda Items

Ed O'Connell has joined the Council to replace Jackie McSwiggan. The Visions Committee has met several times over the past few weeks to decide on the plans for 220 and 230 W. Crescent Avenue. An ordinance was recently passed to combine the planning and zoning boards.

New Business

Nothing new to report.

Unfinished Business

Nothing new to report.

Executive Session

A motion was made by Liz White and seconded by Melissa Duncan to go into executive session at 9:25PM. Executive session was closed at 9:43PM on a motion by Jill Webb and seconded by Sheila Granowitz.

Adjournment

The Board of Trustees' meeting closed at 9:44PM on a motion by Jill Webb and seconded by Audrey Flynn. All present voted in favor.

Next Meeting:

Regular Business Meeting: Wednesday, February 28, 2018 at 7:30PM

Submitted By:
Sandy Desmond
Secretary