

**LEE MEMORIAL LIBRARY
BOARD OF TRUSTEES
ANNUAL ORGANIZATIONAL MEETING
Wednesday, January 17, 2018**

I. Call to order: Alessandra Nicodemo, Library Director

Alessandra Nicodemo called the LML Board of Trustees Annual Organizational Meeting to order at 7:34PM.

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

II. Open Public Meeting

The meeting was properly noticed according to the Open Public Meeting Act and was announced by Alessandra Nicodemo as open to the public at 7:34PM.

III. Minutes of the January 2017 Organizational Meeting

The minutes of the January 2017 Organizational Meeting were approved on a motion by Sheila Granowitz and seconded by Audrey Flynn. Liz Simendinger abstained all others voted in favor.

IV. Oath of Office

Alessandra Nicodemo administered the oath of office of Lee Memorial Library Trustee, as follows to Liz Simendinger. The term will run from 2018-2022.

**OATH OF OFFICE
STATE OF NEW JERSEY
COUNTY OF BERGEN**

I, **Liz Simendinger**, do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of New Jersey, that I will bear true faith and allegiance to the same and to the Governments established in the United States and in this State, under the Authority of the People, and that I will faithfully, impartially and justly perform all the duties of the office of the Trustee of the Lee Memorial Library to the best of my ability, so help me God.

Signed by: Liz Simendinger

Sworn and subscribed before me this 17th day of January 2018.

V. Election of Officers 2018

Nominating Committee member, Sheila Granowitz presented to the board candidates for election to the offices of President, Vice President, Treasurer and Secretary for 2018.

LEE MEMORIAL LIBRARY RESOLUTION

Be it hereby resolved by the Trustees of the Lee Memorial Library on January 17, 2018 that the following Trustees be elected to office:

President: Catherine Shaw
Vice President: Chris Martin
Treasurer: Jill Webb
Secretary: Sandy Desmond

Motion to accept the Resolution: Melissa Duncan

Second the Motion: Audrey Flynn

**Roll Call Vote
Board of Trustees**

| | 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 | | | |

Date: 1/17/2018
Signed: Sandy Desmond
Office: Secretary

VI. Resolution to Authorize Check Signatories

The board voted to authorize check signatories for bank accounts related to Lee Memorial Library business.

LEE MEMORIAL LIBRARY RESOLUTION

Be it hereby resolved by the Trustees of the Lee Memorial Library on January 17, 2018 that the following Trustees are authorized to sign checks for Lee Memorial Library. All checks require two of the three signatures.

1. **Jill Webb**
2. **Catherine Shaw**
3. **Audrey Flynn**

Motion to accept the Resolution: Liz White

Second the Motion: Melissa Duncan

**Roll Call Vote
Board of Trustees**

| | 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 | | | |

Date: 1/17/2018

Signed: Sandy Desmond

Office: Secretary

VII. Bank Accounts

Audrey Flynn moved to approve, and Jill Webb seconded, the use of the previously established bank accounts.

All present voted in favor.

VII. Appointments

Jill Webb moved to approve the following appointments, with Sheila Granowitz seconding the motion:

- Auditors: Ferraioli, Wielkocz, Cerullo & Cuva
- Attorney: Michael A. Cerone, Jr.
- Newspaper of Record: Town Journal

All present voted in favor.

VIII. Petty Cash Account

Melissa Duncan moved to approve the petty cash account in the amount of \$100. Audrey Flynn seconded the motion.

All present voted in favor.

IX. Certification of Agreement with BCCLS

Ms. Nicodemo presented the Certification of Agreement with BCCLS for the year 2018. The Library Director and Board of Trustees President signed and dated the document, attesting compliance with BCCLS policies.

X. Adjournment

The Annual Organizational Meeting closed at 7: 47PM on a motion by Sheila Granowitz and seconded by Melissa Duncan.

All present voted in favor.

Next Organizational Meeting: January 2019

Submitted by:
Sandy Desmond
Secretary