

**LEE MEMORIAL LIBRARY
Regular Meeting of the
BOARD OF TRUSTEES
Thursday, October 18, 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 (joined later), Library Director Alessandra Nicodemo, Liz Simendinger and Jill Webb. Absent: 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 7:01PM.

Approval of Minutes

The September 20, 2018 regular meeting minutes were reviewed. Minutes were approved on a motion by Sheila Granowitz and seconded by Jill Webb. All voted in favor. The October 1, 2018 special meeting minutes were reviewed. Minutes were approved on a motion by Liz Simendinger and seconded by Jill Webb. All voted in favor.

Financial Reports

Account Balances' Report Ending September 30, 2018

Treasurer's Report for September 2018

FINAL Bill List for September 2018

Bill List for October 2018

The Board reviewed the October Bill List for **\$45,108.76** 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 Melissa Duncan.

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 lovely letter was received from Mrs. Brusco thanking us for hosting an outstanding Shakespeare event over the summer. Her letter was prompted by contact she had from Allendale residents praising the Hamlet performance.

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.

Tutoring Center opened last month. Students, parents and tutors are raving. Alessandra will cast our "yes" vote at the BCCLS' meeting next week in support of the new inter-library delivery system.

Committee Reports

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

Liaison: Sheila Granowitz and Liz Simendinger

Current Financial Status: Bank Balance: \$22,654.

Proceeds from Book Sales for the month of September were \$607.

*All figures stated are rounded to the nearest dollar.

2. Communications Committee

Members: Audrey Flynn, Sheila Granowitz and Liz Simendinger

Chair: Liz Simendinger

Report: A certificate of liability and our 501c3 forms need to be submitted to NJ Transit in order to provide a shelf of books at the Allendale train station. Liz is talking with other towns that already have books to borrow to determine precedent.

3. Facilities Committee

Members: Audrey Flynn, Jill Webb and Mayor Liz White

Chair: Audrey Flynn

Report: Audrey has been in touch with the Passport Authority to determine LML eligibility to become a passport facility. It is currently on hold to determine the need in our community, and to consider how to budget. If we have additional space it might be an option.

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: 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: The committee met to work on the first draft of a survey to assess future community needs/wants for the library as part of the strategic planning process. When finalized, the survey will be distributed through various channels to reach the greatest number of residents.

Mayor & Council Agenda Items

The Allendale 5K is on October 28 at 9:00AM.

New Business

Patty thanked Jill, Melissa and Alessandra for agreeing to attend the NJ State Library Trustee Institute meeting on October 29.

Unfinished Business

Nothing new to report.

Adjournment

The Board of Trustees' meeting closed at 8:20PM on a motion by Audrey Flynn and seconded by Melissa Duncan. All present voted in favor.

Next Meeting:

Regular Business Meeting: Thursday, November 15, 2018 at 7:00PM

Submitted By:
Sandy Desmond
Secretary