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:

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<thead>
<tr>
<th>Name</th>
<th>Yes</th>
<th>No</th>
<th>Abstain</th>
<th>Not Present</th>
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<tr>
<td>Chris Martin, Vice President</td>
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<td>Jill Webb, Treasurer</td>
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<tr>
<td>Sandy Desmond, Secretary</td>
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<tr>
<td>Audrey Flynn</td>
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<td>Sheila H. Granowitz</td>
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<td>Liz Simendinger</td>
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<td>Melissa Duncan, Superintendent’s Rep.</td>
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<td>Mayor Liz White</td>
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<tr>
<td>Catherine Shaw, President</td>
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<td>x</td>
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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
   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 9:00 AM.

**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 8:20 PM 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 7:00 PM

Submitted By:
Sandy Desmond
Secretary