

LEE MEMORIAL LIBRARY
Regular Meeting of the
BOARD OF TRUSTEES
Wednesday, November 28, 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, Library Director Alessandra Nicodemo and Liz Simendinger. Absent: Sheila H. Granowitz, Chris Martin, Mayor Liz White and Jill Webb.

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 7:10PM.

Approval of Minutes

The October 18, 2018 regular meeting minutes were reviewed. Minutes were approved on a motion by Melissa Duncan and seconded by Liz Simendinger. All voted in favor.

Financial Reports

Financials were discussed at a special meeting on November 19, 2018 including approval of the November 2018 Bill List.

Correspondence

A patron recently sent a very complimentary email saying the library is "... beautifully designed and maintained..." He also offered to help improve the guest WiFi. Alessandra kindly declined the offer indicating we have staff already assisting in this area.

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.

October produced the highest number of patron visits on a monthly basis so far this year. The number of visits far exceeded the numbers month-over-month and year-over-year.

Alessandra reported summer reading programs were a huge success this year. Overall registration numbers were down, but may not be accurate due to some technical recording discrepancies. The annual visit from Outrageous Pets was extremely successful with attendance numbers doubled over last year. There was a strong turnout for toddler time. The summer performance of Shakespeare at Crestwood Park was a massive hit.

Committee Reports

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

Liaison: Sheila Granowitz and Liz Simendinger

Current Financial Status: Bank Balance: \$23,665.

Proceeds from Book Sales for the month of October were \$390.

*All figures stated are rounded to the nearest dollar.

Liz S. visited several local train stations and libraries that offer book exchange programs in their towns. None of the libraries had gotten approval from NJ Transit. Liz S. will ask Ann Dodd for a certificate of insurance to meet NJ Transit's requirements.

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 meeting date to be determined.

5. Human Resource Committee

Members: Chris Martin, Catherine Shaw and Jill Webb

Chair: Chris Martin

Report: Resolution to hire Circulation Assistant was discussed and approved (2018 R16).

6. Nominating Committee

Members: Sandy Desmond, Sheila Granowitz and Chris Martin

Chair: Sheila Granowitz

Report: Slate was presented.

7. Policies and Procedures Committee

Members: Melissa Duncan, Chris Martin and Catherine Shaw

Chair: Melissa Duncan

Report: Resolution to accept an update to the Policies and Procedures was accepted (2018 R17).

8. Strategic and Capital Planning Committee

Members: Catherine Shaw, Melissa Duncan, Jill Webb and Liz White

Chair: Catherine Shaw

Report: Melissa and Alessandra recently attended the biennial NJ Library Trustee Institute meeting. Catherine, Liz S. & Patty participated in the "Future Proofing Your Library" workshop, sponsored by BCCLS. These workshops are helpful as the library starts the process of updating the strategic plan. At their October working committee, the Town Council presented updates on the purchase of 220-230 West Crescent and included the Library renovation as part of the Borough's master plan.

The Strategic Planning Committee developed a Community Survey to enlist the community's input into the new Strategic Plan. The survey will be distributed through Constant Contact and Swiftreach (by the Borough) and will be available on the Library and Borough websites and facebook page. The survey was also distributed to Brookside students, grades 4-8. Deadline for survey input will be January 15, 2019. In addition, focus group discussions and one-on-one interviews will be held. Strategic Plan anticipated to be completed by mid-2019.

Mayor & Council Agenda Items

Nothing new to report.

New Business

Nothing new to report.

Unfinished Business

Nothing new to report.

Adjournment

The Board of Trustees' meeting closed at 9:50PM on a motion by Melissa Duncan and seconded by Audrey Flynn. All present voted in favor.

Next Meeting:

Regular Business Meeting: Thursday, December 20, 2018 at 7:00PM

Submitted By:
Sandy Desmond
Secretary