

**LEE MEMORIAL LIBRARY
Regular Meeting of the
BOARD OF TRUSTEES
Thursday, December 20, 2018**

Call to order

Catherine Shaw called the meeting to order. Present at the meeting were: Sandy Desmond, Melissa Duncan, Executive Administrator Patricia Durso, Sheila H. Granowitz, Library Director Alessandra Nicodemo, Liz Simendinger, Jill Webb and Mayor Liz White (joined later). Absent: Audrey Flynn and 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 7:13PM.

Approval of Minutes

The November 28, 2018 regular meeting minutes were reviewed. Minutes were approved on a motion by Melissa Duncan and seconded by Liz Simendinger. Sheila Granowitz and Jill Webb abstained, and all others present voted in favor. The November 19, 2018 special meeting minutes were reviewed. Minutes were approved on a motion by Liz Simendinger and seconded by Jill Webb. Melissa Duncan and Sheila Granowitz abstained, and all others present voted in favor.

Financial Reports

Account Balances' Report Ending November 30, 2018

Treasurer's Report for November 2018

FINAL Bill List for November 2018

Bill List for December 2018

The Board reviewed the October Bill List for **\$74,888.20** out of the Operating Account and **\$1,971.00** out of the Capital Account.

Motion to approve the bill list by Sheila Granowitz 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

Karen Miller mailed a kind letter in which she stated she loves LML and the entire staff for always making her smile.

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.

Committee Reports

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

Liaison: Sheila Granowitz and Liz Simendinger

Current Financial Status: Bank Balance: \$24,636.

Proceeds from Book Sales for the month of November were \$740.

*All figures stated are rounded to the nearest dollar.

Received a \$300 donation in Roy Sweetgall's name.

Liz S. has submitted the certificate of liability and a copy of the 501c3 to NJ Transit. The "commuter library" will be up and running at the Allendale Train Station by the end of January.

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 soon to prepare the operating budget for 2019. Budget to be presented at the January board meeting.

5. Human Resource Committee

Members: Chris Martin, Catherine Shaw and Jill Webb

Chair: Chris Martin

Report: Director-Youth Services Librarian relocating in January to begin position as a Children's Librarian in Chevy Chase, MD.

6. Nominating Committee

Members: Sandy Desmond, Sheila Granowitz and Chris Martin

Chair: Sheila Granowitz

Report: Committee recently met and presented the slate under consideration.

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 survey went out via various distribution channels in mid-November.

Mayor & Council Agenda Items

Current elected officials to be sworn in at January meeting. Agreement for 220 and 230 West Crescent expected to be signed this month. Proposal is out for an architect. Working toward a June 2019 closing.

New Business

Nothing new to report.

Unfinished Business

Nothing new to report.

Adjournment

The Board of Trustees' meeting closed at 8:24PM on a motion by Melissa Duncan and seconded by Liz White. All present voted in favor.

Next Meeting:

Regular Business Meeting: Thursday, January 17, 2019 at 7:00PM

Submitted By:
Sandy Desmond
Secretary