

**LEE MEMORIAL LIBRARY**  
**Regular Meeting of the**  
**BOARD OF TRUSTEES**  
**Wednesday, February 28, 2018**

**Call to order**

Catherine Shaw called the meeting to order. Present at the meeting were: Catherine Shaw, Chris Martin, Melissa Duncan, Executive Administrator Patricia Durso, Audrey Flynn, Sheila H. Granowitz, Liz Simendinger, and the Mayor's Representative, Ari Bernstein. Absent: Sandy Desmond, 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 7:34 PM.

**Approval of Minutes**

The January 17, 2018 regular meeting minutes were reviewed. Minutes were approved on a motion by Melissa Duncan and seconded by Sheila Granowitz. Catherine Shaw, Melissa Duncan, Audrey Flynn, Sheila Granowitz and Liz Simendinger voted in favor. Ari Bernstein abstained.

**Financial Reports**

- Account Balances' Report Ending January 31, 2018**
- Treasurer's Report for January 2018 Operating Account**
- FINAL Bill List for January 2018**
- Bill List for February 2018**

The Board reviewed the February Bill List for **\$69,220.20** out of the Operating Account and **\$0.00** out of the Capital Account.

Motion to approve the bill list by Melissa Duncan and seconded by Sheila Granowitz.

The Roll Call vote yielded approval, as follows:

	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Not Present</b>
<b>Chris Martin, Vice President</b>				x
<b>Jill Webb, Treasurer</b>				x
<b>Sandy Desmond, Secretary</b>				x
<b>Audrey Flynn</b>	x			
<b>Sheila H. Granowitz</b>	x			
<b>Liz Simendinger</b>	x			
<b>Ari Bernstein, Mayor's Rep.</b>	x			
<b>Melissa Duncan, Superintendent's Rep.</b>	x			
<b>Catherine Shaw, President</b>	x			

## **Correspondence**

The library received a number of calls and emails from residents regarding the suspended book delivery service, voicing their frustration. However, some residents noted that library communications about the book delivery service was helpful to understand the situation.

## **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.

Expak, the vendor for statewide delivery service for inter-library loans, has given LibraryLink NJ notice to terminate their contract. Expak will end their contract with LibraryLink NJ in May. A new bid for Request for Proposal (RFP) has posted, with a new vendor expected to be awarded the contract in March. LibraryLink NJ has cautioned libraries to expect a "transition period" for deliveries when the new vendor begins, expected to take place May 21.

Expak has cleared the majority of the backlog of books from the warehouses and all NJ libraries (including BCCLS libraries) have resumed limited inter-library deliveries.

## **Committee Reports**

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

Liaison: Sheila Granowitz and Liz Simendinger

Current Financial Status: Bank Balance: \$9,353

Proceeds from Book Sales for the month of January were \$352

2017 Fund Drive Total \$14,725

\*All figures stated are rounded to the nearest dollar.

### **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: Met to hold preliminary discussions for possible projects and use of space in 2018

**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, Jill Webb and Catherine Shaw

Chair: Melissa Duncan

Report: Nothing new to report

**8. Strategic and Capital Planning Committee**

Committee to be formed soon

**Mayor & Council Agenda Items**

Annual budget for 2018 nearing completion. Budget should be introduced in March and adopted in April.

**New Business**

Nothing new to report.

**Unfinished Business**

Nothing new to report.

**Adjournment**

The Board of Trustees' meeting closed at 8:31PM on a motion by Chris Martin and seconded by Liz Simendinger . All present voted in favor.

***Next Meeting:***

**Regular Business Meeting: Wednesday, March 21, 2018 at 7:30PM**

Submitted By:  
Catherine Shaw  
President



