

**LEE MEMORIAL LIBRARY  
Regular Meeting of the  
BOARD OF TRUSTEES  
Wednesday, March 26, 2018**

**Call to order**

Catherine Shaw called the meeting to order. Present at the meeting were: Catherine Shaw, Sandy Desmond, Executive Administrator Patricia Durso, Audrey Flynn, Sheila H. Granowitz, Liz Simendinger and Jill Webb. Absent: Melissa Duncan, Chris Martin and 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 1:33PM.

**Approval of Minutes**

The February 28, 2018 regular meeting minutes were reviewed. Minutes were approved on a motion by Sheila Granowitz and seconded by Liz Simendinger. Jill Webb and Sandy Desmond abstained all others voted in favor.

**Financial Reports**

- Account Balances' Report Ending February 28, 2018**
- Treasurer's Report for February 2018 Operating Account**
- FINAL Bill List for February 2018**
- Bill List for March 2018**

The Board reviewed the March Bill List for **\$39,675.10** 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 Jill Webb.

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>Mayor Liz White</b>				X
<b>Melissa Duncan, Superintendent's Rep.</b>				X
<b>Catherine Shaw, President</b>	X			

**Correspondence**

Nothing new to report.

## **Administrator's Report**

BCCLS has hired NJLS to handle deliveries within the BCCLS consortium. NJLS began deliveries on Tuesday, March 20. NJLS has applied to LLNJ to service the entire state. T-Force apparently has been reinstated as the state's library delivery service and will begin deliveries in June.

## **Committee Reports**

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

Liaison: Sheila Granowitz and Liz Simendinger

Current Financial Status: Bank Balance: \$10,185

Proceeds from Book Sales for the month of February were \$788.

\*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: Nothing new to report.

### **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**

Nothing new to report.

## **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 2:13PM on a motion by Jill Webb and seconded by Audrey Flynn. All present voted in favor.

***Next Meeting:***

**Regular Business Meeting: Wednesday, April 11, 2018 at 7:00PM**

Submitted By:  
Sandy Desmond  
Secretary