

**LEE MEMORIAL LIBRARY
Regular Meeting of the
BOARD OF TRUSTEES
Wednesday, April 11, 2018**

Call to order

Catherine Shaw called the meeting to order. Present at the meeting were: Catherine Shaw, Sandy Desmond, Melissa Duncan, Executive Administrator Patricia Durso, Audrey Flynn, Liz Simendinger, Jill Webb and Mayor Liz White. Absent: Sheila H. Granowitz & 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 7:34PM.

Approval of Minutes

The March 26, 2018 regular meeting minutes were reviewed. Minutes were approved on a motion by Jill Webb and seconded by Liz Simendinger. Melissa Duncan and Liz White abstained, all others voted in favor. The February 15, 2018 special meeting minutes were also reviewed. Date correction recommended by Jill Webb and has been noted on the electronic version of those minutes. Minutes were approved as amended on a motion by Melissa Duncan and seconded by Jill Webb. Liz Simendinger and Liz White abstained, all others voted in favor.

Financial Reports

Account Balances' Report Ending March 31, 2018

Treasurer's Report for March 2018

FINAL Bill List for March 2018

Bill List for April 2018

The Board reviewed the April Bill List for **\$22,998.14** 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:

	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			
Mayor Liz White	X			
Melissa Duncan, Superintendent's Rep.	X			
Catherine Shaw, President	X			

Correspondence

Catherine Shaw received a response from the NJ Library Network Review Board Chair regarding the inter-library loan problems. One of our Board Trustees received a request from a resident. The Board discussed the request and asked the Administrator to take further action.

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.

NJLS has exercised their opt-out clause on deliveries due to an unforeseen large number of items for delivery. As an individual library, Allendale LML, will be serviced by Expak. The Director will be sending a letter to our patrons to explain the delivery systems for the near future.

Committee Reports

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

Liaison: Sheila Granowitz and Liz Simendinger

Current Financial Status: Bank Balance: \$17,152

Proceeds from Book Sales for the month of March were \$480.

*All figures stated are rounded to the nearest dollar.

FOL donated \$100 to the Allendale Garden Club for planters around the gazebo.

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: The broken parking lot light has been repaired.

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: Kaitlyn will remain a regular substitute beginning this summer.

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: There will be a meeting on Friday, April 13 to begin the planning process.

Mayor & Council Agenda Items

Plans for 220 & 230 W. Crescent Avenue are moving forward. Allendale has been reaffirmed with a AAA rating from S&P. The note sale for the 220 & 230 properties will go up next week. There was a preliminary meeting to discuss the Borough Hall's move to 220 W. Crescent Ave. and how it will affect the Library.

New Business

Nothing new to report.

Unfinished Business

Nothing new to report.

Adjournment

The Board of Trustees' meeting closed at 8:42PM on a motion by Liz White and seconded by Melissa Duncan. All present voted in favor.

Next Meeting:

Regular Business Meeting: Thursday, May 17, 2018 at 7:00PM

Submitted By:
Sandy Desmond
Secretary