

**LEE MEMORIAL LIBRARY  
Regular Meeting of the  
BOARD OF TRUSTEES  
Tuesday, June 19, 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, Sheila H. Granowitz, Liz Simendinger, Jill Webb and Mayor Liz White. Absent: 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 7:05PM.

**Approval of Minutes**

The May 17, 2018 regular meeting minutes were reviewed. Minutes were approved on a motion by Melissa Duncan and seconded by Liz Simendinger. Liz White abstained, all others voted in favor.

**Financial Reports**

**Account Balances' Report Ending May 31, 2018**

**Treasurer's Report for May 2018**

**FINAL Bill List for May 2018**

**Bill List for June 2018**

The Board reviewed the June Bill List for **\$31,714.15** 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>Melissa Duncan, Superintendent's Rep.</b>	x			
<b>Mayor Liz White Liz Simendinger</b>	x			
<b>Catherine Shaw, President</b>	x			

## **Correspondence**

An additional OPRA request has been received. This time, for Library minutes going back to inception. The request has significantly overwhelmed the Library staff. Many of the documents requested are in an unknown location.

## **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: \$20,242

Proceeds from Book Sales for the month of May were \$486.

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

Brayden Hascup is the FOL scholarship recipient this year. Members of FOL attended the *Build Your Capital Campaign* seminar on June 6. It was very informative.

### **2. Communications Committee**

Members: Audrey Flynn, Sheila Granowitz and Liz Simendinger

Chair: Liz Simendinger

Report: Nothing new to report.

Liz Simendinger recently announced the winners of the annual Allendale Woman's Club Bookmark Contest at Hillside School. Liz presented the printed bookmarks to the very enthusiastic participants and encouraged them to use their prizes in books from the Lee Memorial Library this summer.

### **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: Audit report for December 31, 2017 was reviewed and accepted. Jill congratulated Monica Fosdick, Patricia Durso and Alessandra Nicodemo for a clean audit report.

### **5. Human Resource Committee**

Members: Chris Martin, Catherine Shaw and Jill Webb

Chair: Chris Martin

Report: Interviews still being conducted for a couple of open positions.

## **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: Several members of the LML and FOL Boards recently attended the *Build Your Capital Campaign* seminar; it was inspiring and informative. An updated LML Strategic Plan is needed with community input. Borough's Master Plan to include the library plans so there is only one "Master Plan" for the town. A Fundraising Committee to be created to address potential LML expansion.

## **Mayor & Council Agenda Items**

Mayor White chaired the Northwest Bergen Mayors' meeting and pushed for Rockland Electric (representatives also in attendance) to improve their emergency response for any future storms. Land Use Board is meeting soon and will be looking to zone 220 and 230 W. Crescent Avenue properties for redevelopment. National Night Out to be held on August 7 with food trucks, bouncy pit, face painting and more. Anthony Hackett is our new Construction Code Official.

## **Resolutions**

2018 R11 was approved to accept the December 31, 2017 audit report.

## **New Business**

Nothing new to report.

## **Unfinished Business**

Nothing new to report.

## **Adjournment**

The Board of Trustees' meeting closed at 8:36PM on a motion by Liz White and seconded by Melissa Duncan. All present voted in favor.

## ***Next Meeting:***

**Regular Business Meeting: Thursday, July 19, 2018 at 7:00PM**

Submitted By:  
Sandy Desmond  
Secretary