

**LEE MEMORIAL LIBRARY  
Regular Meeting of the  
BOARD OF TRUSTEES  
Thursday, July 19, 2018**

**Call to order**

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

**Open Public Meeting**

The meeting was properly noticed according to the Open Public Meeting Act and was announced by Patricia Durso as open to the public at 7:07PM.

**Approval of Minutes**

The June 19, 2018 regular meeting minutes were reviewed. Minutes were approved on a motion by Melissa Duncan and seconded by Sheila Granowitz. All present voted in favor.

**Financial Reports**

**Account Balances' Report Ending June 30, 2018**

**Treasurer's Report for June 2018**

**FINAL Bill List for June 2018**

**Bill List for July 2018**

The Board reviewed the June Bill List for **\$35,009.62** 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 Liz Simendinger.

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</b>				X
<b>Catherine Shaw, President</b>				X

## **Correspondence**

The continued OPRA requests from one patron have prompted more consultations with the Library Attorney. The Library Attorney and the BCCLS President advised that the records, which contain identifying patron information, are confidential and not subject to OPRA. The applicable law that precludes these records' dissemination has been shared with the requesting patron on several occasions. A final response to this formal request is forthcoming. Additionally, the OPRA request from the same patron for Board of Trustees' Monthly Meeting Minutes has been met.

A patron, whose borrowing privileges had been suspended, wrote a letter to the Library Administrator. The patron has been directed to the Library's policies on the Library website.

## **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.

The Trustees thanked Patricia Durso and the Library staff for a great job with the "Shakespeare in Our Park" event. The sound system was an excellent addition. The play was very well attended with 275 plus patrons and enjoyed by all.

Summer reading programs are going very well.

## **Committee Reports**

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

Liaison: Sheila Granowitz and Liz Simendinger

Current Financial Status: Bank Balance: \$20,881

Proceeds from Book Sales for the month of June were \$479.

\*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: 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: Policies remain available on the LML website for all patrons to view at any time.

**8. Strategic and Capital Planning Committee**

Members: Catherine Shaw, Melissa Duncan, Jill Webb and Liz White

Chair: Catherine Shaw

Report: Additional meetings between the strategic planning committee and FOL members are being planned.

**Mayor & Council Agenda Items**

No representative present.

**New Business**

Patty presented information related to the Library becoming a passport acceptance facility. Board members expressed interest in exploring the option.

**Unfinished Business**

Patty discussed the process of how library books might get retired. An important part of the library maintenance is going through the inventory regularly and withdrawing older books 1) whose condition is poor or 2) that have not circulated in many years and offer no lasting value to the collection.

**Adjournment**

The Board of Trustees' meeting closed at 8:30PM on a motion by Sheila Granowitz and seconded by Melissa Duncan. All present voted in favor.

***Next Meeting:***

**Regular Business Meeting: Thursday, September 20, 2018 at 7:00PM**

Submitted By:

Sandy Desmond

Secretary