

**LEE MEMORIAL LIBRARY
Regular Meeting of the
BOARD OF TRUSTEES
Thursday, January 17, 2019**

Call to order

Catherine Shaw called the meeting to order. Present at the meeting were: Sandy Desmond, Executive Administrator Patricia Durso, Audrey Flynn, Sheila H. Granowitz, Jackie McSwiggan, Catherine Shaw, Liz Simendinger and Jill Webb. Absent: Mayor Ari Bernstein and Melissa Duncan.

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 7:22PM.

Approval of Minutes

The December 20, 2018 regular meeting minutes were reviewed. Minutes were approved on a motion by Liz Simendinger and seconded by Jill Webb. Audrey Flynn and Jackie McSwiggan abstained, all others present voted in favor. The January 2, 2019 special meeting minutes were reviewed. Minutes were approved on a motion by Audrey Flynn and seconded by Sheila Granowitz. Jackie McSwiggan and Jill Webb abstained, all others present voted in favor.

Financial Reports

**Account Balances' Report Ending December 31, 2018
Treasurer's Report for December 2018 Operating Account
FINAL Bill List for December 2018
Bill List for January 2019**

The Board reviewed the January Bill List for **\$43,628.44** 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 Liz Simendinger.

The Roll Call vote yielded approval, as follows:

	Yes	No	Abstain	Not Present
Melissa Duncan, Vice President				X
Jill Webb, Treasurer	X			
Sandy Desmond, Secretary	X			
Audrey Flynn	X			
Sheila H. Granowitz	X			
Liz Simendinger	X			
Jackie McSwiggan, Superintendent's Rep.	X			
Mayor Ari Bernstein				X
Catherine Shaw, President	X			

Correspondence

Nothing new to report.

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: \$25,356

Proceeds from Book Sales for the month of December were \$495.

*All figures stated are rounded to the nearest dollar.

Liz resubmitted the required NJ Transit documentation to get the commuter library up and running.

2. Communications Committee

Members: Audrey Flynn, Sheila Granowitz and Liz Simendinger

Chair: Liz Simendinger

Report: Nothing new to report.

3. Facilities Committee

Members: Mayor Ari Bernstein, Audrey Flynn and Jackie McSwiggan

Chair: Audrey Flynn

Report: Nothing new to report.

4. Finance Committee

Members: Sandy Desmond, Audrey Flynn and Jill Webb

Chair: Jill Webb

Report: Committee presented the 2019 Operating Budget for review. The committee will discuss budget challenges with borough council representatives.

5. Human Resource Committee

Members: Melissa Duncan, Catherine Shaw and Jill Webb

Chair: Catherine Shaw

Report: Patty Durso to be appointed Interim Director of library, effective January 21, 2019. Open house planned to welcome Emily Chen as the Youth Services Librarian.

6. Nominating Committee

Members: Sandy Desmond, Sheila Granowitz and Liz Simendinger

Chair: Sheila Granowitz

Report: Slate approved and resolution passed accepting new board (2019 R4).

7. Policies and Procedures Committee

Members: Melissa Duncan, Jackie McSwiggan and Catherine Shaw

Chair: Melissa Duncan

Report: Nothing new to report.

8. Strategic and Capital Planning Committee

Members: Melissa Duncan, Jackie McSwiggan, Catherine Shaw and Jill Webb

Chair: Catherine Shaw

Report: Nothing new to report.

Mayor & Council Agenda Items

Nothing new to report.

New Business

Chris Martin has resigned after 12 years on the board; his contributions to the library are immeasurable. He is among the longest serving trustees. We appreciate his service and dedication to the library.

Unfinished Business

Nothing new to report.

Adjournment

The Board of Trustees' meeting closed at 9:12PM on a motion by Sheila Granowitz and seconded by Liz Simendinger. All present voted in favor.

Next Meeting:

Regular Business Meeting: Thursday, February 21, 2019 at 7:00PM

Submitted By:
Sandy Desmond
Secretary