

LEE MEMORIAL LIBRARY
Regular Meeting of the
BOARD OF TRUSTEES
Thursday, February 21, 2019

Call to order

Catherine Shaw called the meeting to order. Present at the meeting were: Mayor Ari Bernstein, Sandy Desmond (via phone), Executive Administrator Patricia Durso, Audrey Flynn, Jackie McSwiggan, Catherine Shaw, Liz Simendinger and Jill Webb. Absent: Sheila H. Granowitz 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 7:12PM.

Approval of Minutes

The January 17, 2019 regular meeting minutes were reviewed. Minutes were approved on a motion by Jackie McSwiggan and seconded by Audrey Flynn. Ari Bernstein abstained; all others present voted in favor.

Financial Reports

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

The Board reviewed the February Bill List for **\$6,403.47** out of the Operating Account and **\$0.00** out of the Capital Account.

Motion to approve the bill list by Liz Simendinger and seconded by Audrey Flynn.

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

Kaitlyn Tanis wrote a lovely letter thanking Patty and staff for a very positive experience while working at LML.

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.

Committee Reports

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

Liaison: Sheila Granowitz and Liz Simendinger

Current Financial Status: Bank Balance: \$20,860

Proceeds from Book Sales for the month of January were \$600.

*All figures stated are rounded to the nearest dollar.

Thank you letters will now be generated for all donations of \$25 or greater.

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: The loft is very hot in the winter; a freestanding air conditioning unit is being considered.

Executive Session

A motion was made by Jill Webb and seconded by Audrey Flynn to go into executive session at 7:56PM. Executive session was closed at 7:58PM on a motion by Jackie McSwiggan and seconded by Liz Simendinger.

Resolutions

2019 R7 was approved for 2019 hourly wage increases.

2019 R8 was approved accepting the resignation of Meghan Cornacchia.

2019 R10 was approved to appoint Patty Durso as the Interim Library Director.

4. Finance Committee

Members: Sandy Desmond, Audrey Flynn and Jill Webb

Chair: Jill Webb

Report: Jill and Patty reviewed prior operating budget discussions by the Finance Committee. The Trustees agreed to table voting on the budget at this time. Several line items needed cuts to present a balanced operating budget. We have been flat funded for several years. An affirmation letter was sought and received from the IRS indicating that charitable donations made directly to LML are tax-deductible.

5. Human Resource Committee

Members: Melissa Duncan, Catherine Shaw and Jill Webb

Chair: Catherine Shaw

Report: Nothing new to report.

6. Nominating Committee

Members: Sandy Desmond, Sheila Granowitz and Liz Simendinger

Chair: Sheila Granowitz

Report: Nothing new to report.

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

The library survey garnered 664 responses (141 from the Brookside Student Survey); an excellent response. Preliminary findings show the top three requests were: 1) renew driver's license, 2) passport services and 3) open on Sunday. Patty will be analyzing the survey and will provide more comprehensive findings soon.

Mayor & Council Agenda Items

Due diligence phase is currently underway for 220 and 230 West Crescent Avenue properties. The front property (220) will be Borough Hall.

New Business

An Allendale resident has requested to host an author's talk at LML to benefit the Children's Defense Fund. Patty will follow-up. It appears a patron sold an LML book on Amazon. A police report is being filed.

Unfinished Business

Nothing new to report.

Adjournment

The Board of Trustees' meeting closed at 9:19PM on a motion by Jackie McSwiggan and seconded by Liz Simendinger. All present voted in favor.

Next Meeting:

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

Submitted By:
Sandy Desmond
Secretary