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:

<table>
<thead>
<tr>
<th>Name</th>
<th>Yes</th>
<th>No</th>
<th>Abstain</th>
<th>Not Present</th>
</tr>
</thead>
<tbody>
<tr>
<td>Melissa Duncan, Vice President</td>
<td></td>
<td></td>
<td></td>
<td>x</td>
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<tr>
<td>Jill Webb, Treasurer</td>
<td>x</td>
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<tr>
<td>Sandy Desmond, Secretary</td>
<td>x</td>
<td></td>
<td></td>
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<tr>
<td>Audrey Flynn</td>
<td>x</td>
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<tr>
<td>Sheila H. Granowitz</td>
<td></td>
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<td>x</td>
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<tr>
<td>Liz Simendinger</td>
<td>x</td>
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<td>Jackie McSwiggan, Superintendent’s Rep.</td>
<td>x</td>
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<tr>
<td>Mayor Ari Bernstein</td>
<td>x</td>
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<tr>
<td>Catherine Shaw, President</td>
<td>x</td>
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</tbody>
</table>

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