

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

**Call to order**

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

**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 7:10PM.

**Approval of Minutes**

The minutes from the February 21, 2019 regular meeting are being revised and will be approved at the April meeting. The March 7, 2019 special meeting minutes were reviewed. Minutes were approved on a motion by Liz Simendinger and seconded by Audrey Flynn. Sandy Desmond and Jill Webb abstained, all others present voted in favor.

**Financial Reports**

- Account Balances' Report Ending February 28, 2019**
- Treasurer's Report for February 2019 Operating Account**
- FINAL Bill List for February 2019**
- Bill List for March 2019**

The Board reviewed the February Bill List for **\$58,405.92** 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 Jill Webb.

The Roll Call vote yielded approval, as follows:

|  | <b>Yes</b> | <b>No</b> | <b>Abstain</b> | <b>Not Present</b> |
|--|------------|-----------|----------------|--------------------|
| <b>Melissa Duncan, 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>Jackie McSwiggan, Superintendent's Rep.</b> |            |           |                | X                  |
| <b>Mayor Ari Bernstein</b>                     | X          |           |                |                    |
| <b>Catherine Shaw, President</b>               | X          |           |                |                    |

## **Correspondence**

The Library received seven donations in honor of long-time LML volunteer Lucille Thomas. Judy Bruinooge included a beautiful letter in which she stated: "As a former board member of LML, I take pride in seeing the growth and community involvement our library has made over the past five decades! You are doing a spectacular job!"

The Library has been invited to participate in the Holiday Observer's parade on September 7, 2019 in celebration of their 100<sup>th</sup> anniversary.

## **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: \$19,187

Proceeds from Book Sales for the month of February were \$660.

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

Fund drive letter was sent out two weeks ago.

### **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: Audrey and Patty will explore the air conditioning unit for the loft.

### **4. Finance Committee**

Members: Sandy Desmond, Audrey Flynn and Jill Webb

Chair: Jill Webb

Report: The Finance Committee recommended investing 80% of the Capital Account in a 90-day Certificate of Deposit to provide a better return and flexibility, should interest rates increase in the short-term. Resolution to approve purchase of the CD passed at the Special Meeting on March 7, 2019 (2019 R10). The CD will earn a 2.15% rate of return. An interest-bearing account is being considered for the Operating Account. Audrey is researching the account requirements to determine if it matches our needs. Resolution to approve the 2019 budget passed (2019 R11).

**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

Report: The Committee and Audrey Flynn toured the entire municipal building and met with Mayor Bernstein to discuss a town-wide master plan to include renovations at the library and borough hall. The Committee will meet in a couple of weeks to start work on updating the LML strategic plan.

**Mayor & Council Agenda Items**

The due diligence period for 220 and 230 West Crescent Avenue projects has been extended until April 15. The Hampshire Group is working on the construction plans.

**New Business**

In regards to the request for an author's talk fundraiser to benefit the Children's Defense Fund and LML, Patty consulted with the attorney and learned while not illegal, it is not advisable to have a municipal entity share profits with an unrelated 501c(3) in a fundraiser.

**Unfinished Business**

Nothing new to report.

**Adjournment**

The Board of Trustees' meeting closed at 8:20PM on a motion by Liz Simendinger and seconded by Melissa Duncan. All present voted in favor.

**Next Meeting:**

**Regular Business Meeting: Thursday, April 18 at 7:00PM**

Submitted By:  
Sandy Desmond  
Secretary