

**LEE MEMORIAL LIBRARY
Regular Meeting of the
BOARD OF TRUSTEES
Thursday, April 18, 2019**

Call to order

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

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 7:03PM.

Approval of Minutes

The March 21, 2019 regular meeting minutes were reviewed. Minutes were approved on a motion by Liz Simendinger and seconded by Jill Webb. Sheila H. Granowitz and Jackie McSwiggan abstained, all others voted in favor. The February 21, 2019 regular meeting minutes were also reviewed. Minutes were approved on a motion by Jackie McSwiggan and seconded by Jill Webb. Melissa Duncan and Sheila H. Granowitz abstained, all others voted in favor.

Financial Reports

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

The Board reviewed the April Bill List for **\$42,793.93** out of the Operating Account and **\$0.00** out of the Capital Account.

Motion to approve the bill list by Jill Webb and seconded by Melissa Duncan.

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

A letter was received from a patron proposing to paint a mural on one of the exterior walls of the library. Patty will respond. A handwritten letter was also received from a new author soliciting his book.

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.

Circulation numbers are up overall.

Committee Reports

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

Liaison: Sheila Granowitz and Liz Simendinger

Current Financial Status: Bank Balance: \$29,905

Proceeds from Book Sales for the month of March were \$671.

*All figures stated are rounded to the nearest dollar.

Total donations of \$15,000 were made to the library for 2019 by FOL, \$5,000 in January and \$10,000 in April.

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: Nothing new to report.

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: Policy will be reviewed regarding the library's responsibility for patron's actions in creating problems on the property including the exterior of the borough hall portion of the building.

8. Strategic and Capital Planning Committee

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

Chair: Catherine Shaw

Report: Meeting was held a couple of weeks ago to discuss eliciting more of the public's response to the needs and wants for the library. The committee will be certain to take time in the planning process to consider all ideas including visiting recently renovated local libraries.

Mayor & Council Agenda Items

The Mayor presented a progress report on the 220 and 230 West Crescent Avenue properties.

New Business

Locksmith has given two estimates. \$242.18 for downstairs and \$760.00 for upstairs. A push bar is being considered for the exterior door.

Unfinished Business

Nothing new to report.

Adjournment

The Board of Trustees' meeting closed at 8:39PM on a motion by Melissa Duncan and seconded by Jackie McSwiggan. All present voted in favor.

Next Meeting:

Regular Business Meeting: Thursday, May 16 at 7:00PM

Submitted By:
Sandy Desmond
Secretary