

**LEE MEMORIAL LIBRARY
Regular Meeting of the
BOARD OF TRUSTEES
Thursday, May 16, 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, Sheila H. Granowitz, Jackie McSwiggan, Catherine Shaw, Liz Simendinger and Jill Webb. Absent: Audrey Flynn

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 6:04PM.

Approval of Minutes

The April 18, 2019 regular meeting minutes were reviewed. Minutes were approved on a motion by Jackie McSwiggan and seconded by Sheila Granowitz. Catherine Shaw abstained, all others voted in favor.

Financial Reports

- Account Balances' Report Ending April 30, 2019**
- Treasurer's Report for April 2019 Operating Account**
- FINAL Bill List for April 2019**
- Bill List for May 2019**

The Board reviewed the May Bill List for **\$33,296.68** 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 Jill Webb.

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

Letter and check received from Helen Brusco to be used for the LML annual Shakespeare Festival at Crestwood Park this summer. Kristen Tsarnas wrote a letter complimenting the Spanish Immersion program.

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: \$21,138
Proceeds from Book Sales for the month of April were \$573
*All figures stated are rounded to the nearest dollar.
Recently paid \$750 to the NHRHS Scholarship.

2. Communications Committee

Members: Audrey Flynn, Sheila Granowitz and Liz Simendinger
Chair: Liz Simendinger
Report: All necessary paperwork was provided to NJ Transit for the free bookstand at the Allendale train station. The bookstand will begin soon.

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: Interviews being conducted for a couple of open positions.

Resolutions

2019 R12 was approved to hire Susan McCaffery Wilkinson as a Circulation Associate.
2019 R13 was approved to hire Nayda Rondon as Adult Programming Coordinator.

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: Committee visited a few local libraries to determine best practices. Each library's staff was helpful and answered questions. The visits were very worthwhile and revealing. Jackie proposed we host an art show and will spearhead the project. The committee is working on a three-year strategic plan that incorporates expansion and renovation of the library facility.

Mayor & Council Agenda Items

The Mayor reported the 220 and 230 West Crescent Avenue properties are still in the due diligence stage. Tenants have vacated. Jackie suggested there be a presentation by a Library Representative bi-annually at the Borough Council meetings.

New Business

Nothing new to report.

Unfinished Business

Nothing new to report.

Adjournment

The Board of Trustees' meeting closed at 7:05PM on a motion by Jackie McSwiggan and seconded by Sheila Granowitz. All present voted in favor.

Next Meeting:

Regular Business Meeting: Thursday, June 20 at 7:00PM

Submitted By:
Sandy Desmond
Secretary