

**LEE MEMORIAL LIBRARY**  
**Regular Meeting of the**  
**BOARD OF TRUSTEES**  
**Thursday, June 20, 2019**

**Call to order**

Patricia Durso called the meeting to order. Present at the meeting were: Mayor Ari Bernstein, Audrey Flynn, Sheila H. Granowitz, Jackie McSwiggan, Liz Simendinger, Jill Webb and Executive Administrator Patricia Durso. Absent: Sandy Desmond, Melissa Duncan 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 7:04PM.

**Approval of Minutes**

The May 16, 2019 regular meeting minutes were reviewed. Minutes were approved on a motion by Sheila Granowitz and seconded by Liz Simendinger. All voted in favor.

The May 22, 2019 special meeting minutes were reviewed. Minutes were approved on a motion by Liz Simendinger and seconded by Audrey Flynn. Jill Webb abstained; all others voted in favor.

**Financial Reports**

**Account Balances' Report Ending May 31, 2019**  
**Treasurer's Report for May 2019 Operating Account**  
**FINAL Bill List for May 2019**  
**Bill List for June 2019**

The Board reviewed the June Bill List for **\$49,967.50** 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:

	<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**

No correspondence.

## **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. Of note:

- Youth Services Librarian completed coursework and was awarded an MLIS degree in May.
- Internal BCCLS delivery began in early June and is running relatively smoothly so far.
- Administrator designed and wrote 2019 Summer Newsletter detailing special events. It was delivered to all households in Allendale via surface mail on June 11 & 12.
- Summer Reading Program will kick off on Friday, June 21. Over 100 registered participants to date.

## **Committee Reports**

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

Liaison: Sheila Granowitz and Liz Simendinger

Current Financial Status: Bank Balance: \$22,432\*

Proceeds from Book Sales for the month of April were \$540\*

Annual Fund Drive - Received YTD: \$13,309\*

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

Winner of 2019 FOL co-sponsored college scholarship in the amount of \$1500 is Allendale resident Jenna Squasoni.

Ms. Webb inquired whether there is active outreach from FOL to recruit new members. Ms. Simendinger and Ms. Granowitz stated that at this time, there is not.

### **2. Communications Committee**

Members: Audrey Flynn, Sheila Granowitz and Liz Simendinger

Chair: Liz Simendinger

Report: Ms. Simendinger is coordinating the set up of the commuter library at the Allendale train station. She will pick up donated book shelf soon and is working with FOL bookshop personnel to select titles. LML personnel will assist in creating signage.

Ms. Simendinger will coordinate with Dan Manning from the Holiday Observers on the library's participation in its 100<sup>th</sup> anniversary parade. Ms. Granowitz will contact Sal Annacito, an Allendale resident who owns vintage cars, to inquire whether he will consider driving one of his fleet with library personnel/volunteers aboard as our float. Alternatively, it was suggested that the Administrator seek a Bookmobile as the library's float. Ms. McSwiggan suggested recruiting patrons to march with the library.

Several trustees suggested that those marching in the parade dress as their favorite literary character.

### **3. Facilities Committee**

Members: Mayor Ari Bernstein, Audrey Flynn and Jackie McSwiggan

Chair: Audrey Flynn

Report: Ms. McSwiggan obtained blueprints of 500 West Crescent Avenue and conducted an informal site walkthrough of the facility with John Dallow, an Allendale resident who is a construction contractor, in order to get an overview of what may be possible in terms of reconfiguring space. Mr. Dallow identified bearing walls and gave his overall impressions.

Ms. Swiggan reminded the board that the application for the NJ Library Construction Grant will require architectural drawings, a point Ms. Flynn has previously noted.

### **4. Finance Committee**

Members: Sandy Desmond, Audrey Flynn and Jill Webb

Chair: Jill Webb

Report: The 30-day CD at TD Bank reached maturity on June 7, yielding interest of \$1344. It was rolled over into a 6-month CD at an interest rate on 1.9%. The service from TD has been extremely poor; therefore, Ms. Desmond and Ms. Flynn are investigating alternative financial institutions and ensuring that they are working with the governmental units within any bank considered for the library's accounts.

### **Resolutions**

2019 R14 was approved to require the Claimant's Certification and Declaration [voucher] for employee reimbursements and services by other individuals only.

2019 R15 was approved to create contingent and salary adjustment line items in the library operating budget, in accordance with standards of NJ State governmental accounting guidelines.

### **5. Human Resource Committee**

Members: Melissa Duncan, Catherine Shaw and Jill Webb

Chair: Catherine Shaw

Report: Nothing 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: The Youth Services Librarian and Administrator will review library policy regarding the use of personal electronics and library technology resources. Use of video games, in particular, is nettlesome as players cause disturbances to others throughout the building. They will review their suggestions with the committee this summer.

## **8. Strategic and Capital Planning Committee**

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

Chair: Catherine Shaw

Report: The Committee met with Mayor Bernstein and Councilwoman Wilczynski to present a draft of the library Strategic Plan and seek their input. A meeting will be scheduled with trustees soon for their guidance and perspectives. It was noted that the Plan will address the needs of all Allendale residents. Ms. McSwiggan is evaluating state and county offerings to contribute to a vision for demographically appropriate programs and services.

## **Mayor & Council Agenda Items**

A meeting of the principals involved in the due diligence period at 220/230 will meet this week. A conclusion to this phase of the project is anticipated within the next few weeks.

The Mayor reported that he and Councilwoman Wilczynski were “thrilled” with the library’s Strategic Plan presentation on June 12 and are in support of the goals and objectives outlined to move forward.

The Mayor shared with the Council the library board’s offer to present a library status report twice yearly at scheduled Borough government working sessions. The offer was accepted.

The Mayor offered the opportunity to promote library programs, events and services through the Borough’s communication channels, particularly its web site and Facebook page.

## **New Business**

Ms. Webb inquired whether the board would consider attending a 5-hour retreat, outside of the regular scheduled business meetings, to have the opportunity to brainstorm and set goals for the coming year. She has been a participant in such events in her capacity as a board member at NHRHS, and has found that they provide the time and space to collectively thresh out ideas. The proposal was positively received overall; however, if it were pursued, Ms. McSwiggan would like to see such a session guided by a facilitator. All agree that a brief planning meeting to set an agenda in advance of a retreat would be productive. It was tentatively agreed that a retreat would be considered for the fall.

Ms. Durso and Ms. McSwiggan, who is the Superintendent’s Representative to the library board, met with Michael Barcadepone earlier in June to checkpoint before the school year concluded. Ms. Sharon Bailey, a longtime teacher at Brookside School, has

been named the district's Media Specialist (school librarian). Topics germane to the school's and the library's shared mission of child literacy and education were discussed.

Ms. McSwiggan attended the full day Trustees Institute program, which covered a myriad of topics, including library law, presented by Mr. Michael Cerone.

**Unfinished Business**

Nothing new to report.

**Adjournment**

The Board of Trustees' meeting closed at 8:45PM on a motion by Jackie McSwiggan and seconded by Sheila Granowitz. All present voted in favor.

***Next Meeting:***

**Regular Business Meeting: Thursday, July 18, 2019 at 7:00PM**

Submitted By:

Patricia Durso

Library Executive Administrator