

**LEE MEMORIAL LIBRARY
Regular Meeting of the
BOARD OF TRUSTEES
Thursday, October 17, 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, Jill Webb, Library Director Susan McCaffery Wilkinson and Executive Administrator Patricia Durso. Absent were 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 7:02PM.

Administration of the Oath of Office to New Library Trustee

Patricia Durso administered the Oath of Office of Trustee to Jim Wright, who will be filling an unexpired term through December 2022. Mr. Wright swore and affirmed the oath and began immediately to act in his capacity as a trustee. Mayor Bernstein was called away but a quorum was maintained.

Approval of Minutes

The September 19, 2019 regular meeting minutes were reviewed. Minutes were approved on a motion by Audrey Flynn and seconded by Sheila Granowitz. Jim Wright abstained; all others voted in favor.

Financial Reports

**Account Balances' Report Ending September 30, 2019
Treasurer's Report for September 2019 Operating Account
FINAL Bill List for October 2019
Bill List for October 2019**

The Board reviewed the September Bill List for **\$45,096.83** 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 Audrey Flynn.

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			
Jackie McSwiggan, Superintendent's Rep.	X			
Jim Wright	X			
Mayor Ari Bernstein				X
Catherine Shaw, President				X

Correspondence

A letter was received from Diane Bockino of the Kentshire Residence in Midland Park. A recent flood had destroyed the elder facility's in-house library and Lee Memorial Library had joined other area libraries in donating books that had previously been withdrawn from our collection.

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 and Library Director Susan McCaffery Wilkinson.

BCCLS directors have voted to institute unified loan periods with auto-renewal, effective February 14, 2019. Each library will be responsible for updating its item records to reflect the changes. Training will be forthcoming.

Some BCCLS libraries have gone "fine-free," others are considering doing so. The American Library Association endorses fine-free operations as a matter of access and equity. More information will be furnished to the board regarding this movement.

Ms. Wilkinson and Ms. Durso met with a representative from the US Census Bureau regarding the library's participation in awareness programs for the 2020 federal census.

The University of Michigan Community Profile project is progressing. Weekly reports are submitted to the Administrator from the School of Information representative.

Committee Reports

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

Liaison: Sheila Granowitz

Current Financial Status: Bank Balance: \$27,710*

Proceeds from Book Sales for the month of August were \$701*

Proceeds YTD from First Day Packet: \$1,000

Annual Fund Drive - Received YTD: To be announced

*All figures stated are rounded to the nearest dollar.

2. Communications Committee

Members: Audrey Flynn and Sheila Granowitz

Chair: TBD

Report: Nothing to report.

3. Facilities Committee

Members: Mayor Ari Bernstein, Audrey Flynn and Jackie McSwiggan

Chair: Audrey Flynn

Report: Ms. Flynn reported that two Eagle Scout prospects will be offered the opportunity to build Adirondack chairs and accessories and picnic tables for the library grounds.

4. Finance Committee

Members: Sandy Desmond, Audrey Flynn and Jill Webb

Chair: Jill Webb

Report: Nothing to report.

5. Human Resource Committee

Members: Melissa Duncan, Catherine Shaw and Jill Webb

Chair: Catherine Shaw

Report: In the absence of the committee chairman, Patricia Durso reported that Laura Chumas, Circulation Supervisor, has accepted a position as Director of Cresskill Public Library. She tendered her resignation letter with a two-week notice period. Ms. Chumas will be conducting turnover with Ms. Wilkinson and Ms. Durso. An advertisement will be placed on the BCCLS web site and NJLA seeking candidates to backfill for the position.

Motion to accept the resignation of Laura Chumas from Lee Memorial Library by Audrey Flynn and seconded by Jackie McSwiggan.

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			
Jackie McSwiggan, Superintendent's Rep.	X			
Jim Wright	X			
Mayor Ari Bernstein				X
Catherine Shaw, President				X

6. Nominating Committee

Members: Sandy Desmond and Sheila Granowitz

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: Jackie McSwiggan

Report: Ms. McSwiggan reported that two focus groups have been conducted as part of the follow up to the Community Survey and that two more are planned, including one for staff, which will be run by Ms. Wilkinson and Ms. Duncan.

Ms. Webb researched architects to interview for potential renovation of the 500 West Crescent Avenue site. After reviewing options, the Committee selected three firms to meet with. The library will need architectural plans to submit as part of the NJ Construction Bond Grant application. Two of the three firms have a lot of experience with grants. The Committee plans to present the draft Strategic Plan to the full board by the end of the year.

Mayor & Council Agenda Items

Ms. McSwiggan reiterated the plan to have trustees present library status reports to the Mayor and Council 2 – 4 times a year at its working sessions. She will confer with the Council to determine if there is time on the agenda of such a meeting before the end of the year.

New Business

The 2020 proposed Holiday Closing Schedule for Lee Memorial Library was presented by Ms. Durso. Ms. McSwiggan suggested substituting Christmas Eve for Columbus Day as a closed day.

Motion to accept the 2020 Holiday Closing Schedule for Lee Memorial Library by Audrey Flynn and seconded by Sheila Granowitz.

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			
Jackie McSwiggan, Superintendent’s Rep.	X			
Jim Wright	X			
Mayor Ari Bernstein				X
Catherine Shaw, President				X

Unfinished Business

No unfinished business.

Adjournment

The Board of Trustees’ meeting closed at 8:48PM on a motion by Sheila Granowitz and seconded by Jackie McSwiggan. All present voted in favor.

Next Meeting:

Regular Business Meeting: Thursday, November 21, 2019 at 7:00PM

Submitted By:
Jackie McSwiggan
Trustee