

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

Call to order

Catherine Shaw called the meeting to order. Present at the meeting were: Melissa Duncan, Sheila Granowitz, Jackie McSwiggan, Catherine Shaw, Jill Webb, Mayor Ari Bernstein, Library Director Susan McCaffery Wilkinson and Executive Administrator Patricia Durso. Absent were Sandy Desmond, Audrey Flynn, and Jim Wright.

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 7:02PM.

Mayor & Council Agenda Items

Mayor Bernstein stated that the status report on Lee Memorial Library presented by the Executive Administrator at the Mayor & Council working session on November 14 was informative and well received. He invited library personnel to provide such updates a few times a year.

He reported that he, the Borough CFO, and some Council members had a positive meeting this past month with the library Strategic Plan Committee to review the library's long-range plans and attendant financing.

He noted that the due diligence period for the 220/230 West Crescent Avenue properties has been extended.

The budgeting process for all departments of the municipal government is underway. The Mayor will confer in detail with the Borough CFO and expects a rough draft of the new budget in late January or early February.

Orange and Rockland Electric has a project underway on Crescent Avenue to bury electrical lines. It is anticipated that their work will be complete by late November.

Approval of Minutes

The October 17, 2019 regular meeting minutes were reviewed. Minutes were approved on a motion by Melissa Duncan and seconded by Jackie McSwiggan. All present voted in favor.

Financial Reports

Account Balances' Report Ending October 31, 2019
Treasurer's Report for October 2019 Operating Account
FINAL Bill List for October 2019
Bill List for November 2019

The Board reviewed the November Bill List for **\$60,252.46** out of the Operating Account and **\$6,0206.54** out of the Capital Account.

Motion to approve the bill list by Jill Webb 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			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 and Library Director Susan McCaffery Wilkinson.

Committee Reports

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

Liaison: Sheila Granowitz
 Current Financial Status: Bank Balance: \$26,409*
 Proceeds from Book Sales for the month of August were \$579*
 Proceeds YTD from First Day Packet: \$1,050
 Annual Fund Drive - Received YTD: \$14,316
 *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. McSwiggan reported that a walk-through of the building was conducted to ascertain spaces that could be re-purposed for current needs. Considering installing half-heights doors on the Quilt Room eaves to provide storage. May offer project to qualified individuals seeking community service hours. Basic updates to the kitchen area, such as fresh paint and acquiring

tables and chairs, are being considered to provide a break area for the employees at 500 West Crescent. The Committee may avail itself of a government surplus program to acquire lockers for staff.

4. Finance Committee

Members: Sandy Desmond, Audrey Flynn and Jill Webb

Chair: Jill Webb

Report: The Committee will convene in December or early January for a preliminary review of the proposed 2020 budget. Ms. Duncan has been in touch with Tricia Oakes from Bank of America, the trustee for the Mary K. Lee trust. From an informational standpoint only, they are determining the process for the library to borrow or withdraw funds.

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 Jim Wright.

Chair: Sheila Granowitz

Report: The Committee has solicited the following slate of candidates to serve as officers for 2020.

President: Catherine Shaw

Vice President: Jackie McSwiggan

Treasurer: Jill Webb

Secretary: Sandy Desmond

It will formally present the roster at the December board meeting for consideration.

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: In preparation for applying for New Jersey Construction Bond Grant funds, the Committee has met with three architects; conferred with the Mayor, Council reps and the Borough CFO on long-range plans and sources and timing for finances; and reviewed the application submission and review status with Joe DiFranco, the Borough grant writer. Additional fundraising initiatives are being considered. The Committee will review the architectural proposals and decide how to move forward.

New Business

Ms. Durso will solicit input from the full board when she presents the proposed Strategic Plan at the December meeting.

The BCCLS Executive Board is composed of elected directors and two (2) trustee representatives, the latter of which are selected randomly and serve a one-year term. Ms. Wilkinson informed Ms. Shaw in October that Allendale had been selected to be seated on the 2020 board. Ms. Shaw attended a joint meeting of the 2019 and 2020 executive board representatives on November 20.

Unfinished Business

No unfinished business.

Adjournment

The Board of Trustees' meeting closed at 8:13PM on a motion by Jackie McSwiggan and seconded by Sheila Granowitz. All present voted in favor.

Next Meeting:

Regular Business Meeting: Thursday, December 19, 2019 at 7:00PM

Submitted By:

Patricia Durso

Library Executive Administrator