

LEE MEMORIAL LIBRARY
Regular Meeting of the
BOARD OF TRUSTEES
Thursday, December 19, 2019

Call to order

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

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 7:19PM.

Approval of Minutes

The November 21, 2019 regular meeting minutes were reviewed. A correction of the date approving the October 17, 2019 minutes and additional corrections will be reflected on the electronic version of the November 21, 2019 minutes. Minutes were approved on a motion by Melissa Duncan and seconded by Jackie McSwiggan. Sandy Desmond, Audrey Flynn and Jim Wright abstained, all others voted in favor.

Mayor & Council Agenda Items

Mayor Bernstein commented the Suez Water town hall meeting went well on Tuesday night.

Financial Reports

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

The Board reviewed the December Bill List for **\$68,298.81** out of the Operating Account and **\$0.00** out of the Capital Account.

Motion to approve the bill list by Melissa Duncan 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			
Jim Wright	x			
Jackie McSwiggan, Superintendent's Rep.	x			
Mayor Ari Bernstein				x
Catherine Shaw, President	x			

Correspondence

Nothing new to report.

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 and Jackie McSwiggan
Current Financial Status: Bank Balance: \$27,230*
Proceeds from Book Sales for the month of November were \$540*
Annual Fund Drive - Received YTD: \$14,516*
*All figures stated are rounded to the nearest dollar.

The FOL recently hosted a lovely luncheon with some members of the Board in attendance.

2. Communications Committee

Members: Sheila Granowitz and Jim Wright
Chair: Jim Wright
Report: Nothing new to report.

3. Facilities Committee

Members: Mayor Ari Bernstein, Audrey Flynn and Jackie McSwiggan
Chair: Audrey Flynn
Report: Jackie reported plans are contingent on the Strategic Plan. Plans will solidify in the near-term.

4. Finance Committee

Members: Sandy Desmond, Audrey Flynn and Jill Webb
Chair: Jill Webb
Report: Committee will meet soon to prepare the operating budget for 2020. Budget to be presented at the January board meeting.

5. Human Resource Committee

Members: Melissa Duncan, Catherine Shaw and Jill Webb
Chair: Catherine Shaw
Report: The current Youth Services Assistant will expand her responsibilities to include program management starting January 2, 2020.

6. Nominating Committee

Members: Sandy Desmond, Sheila Granowitz and Jim Wright
Chair: Sheila Granowitz
Report: Sheila presented the slate under 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: Catherine Shaw

Report: Patty presented a comprehensive draft of the 2020-2023 strategic plan. Jackie met with the FOL President, Anna DiMiceli, to discuss fundraising strategies for the upcoming capital campaign. The three architects interviewed in November have submitted their proposals. The committee will meet in January to discuss the next steps.

Resolutions

2019 R22 was approved to transfer \$200,000 from the Capital Account to a CD.

2019 R23 was approved to transfer \$100,000 from the Capital Account to a CD.

2019 R24 was approved to expand the Youth Services Assistant's responsibilities to include program management.

2019 R25 was approved to allocate \$25,000 to the Salary & Wage Adjustments line in the Operating Budget for 2020.

2019 R26 was approved to allocate \$10,000 to the Contingent Expenditures line in the Operating Budget for 2020.

New Business

The Board thanked Audrey Flynn for her five years of service. Through her determined spirit, she contributed immeasurably to the Board.

Unfinished Business

Nothing new to report.

Adjournment

The Board of Trustees' meeting closed at 9:44PM on a motion by Sheila Granowitz and seconded by Audrey Flynn. All present voted in favor.

Next Meeting:

Special Meeting: Thursday, January 16, 2020 at 7:00PM

Submitted By:
Sandy Desmond
Secretary