

**LEE MEMORIAL LIBRARY
Regular Meeting of the
BOARD OF TRUSTEES
Thursday, July 18, 2019**

Call to order

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

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.

Approval of Minutes

The June 20, 2019 regular meeting minutes were reviewed. Minutes were approved on a motion by Jackie McSwiggan and seconded by Sheila Granowitz. Sandy Desmond, Melissa Duncan and Catherine Shaw abstained, all others voted in favor.

Financial Reports

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

The Board reviewed the July Bill List for **\$35,124.98** 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 received from Peggy and Lou Hinchliffe thanking the library for the Shakespeare program and praising library staff efforts; a donation was included.

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.

The Trustees thanked Patricia Durso and the Library staff for a great job with the "Shakespeare in Our Park" event. For next year's performance, two improvements would be to extend the sound system to the picnic area and remind patrons to bring tall folding chairs only. The play was very well attended with 325 plus patrons and enjoyed by all.

Committee Reports

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

Liaison: Sheila Granowitz and Liz Simendinger

Current Financial Status: Bank Balance: \$23,960*

Proceeds from Book Sales for the month of June were \$603*

Annual Fund Drive - Received YTD: \$14,234*

*All figures stated are rounded to the nearest dollar.

The complimentary commuter bookstand at the Allendale train station is near completion.

2. Communications Committee

Members: Audrey Flynn, Sheila Granowitz and Liz Simendinger

Chair: Liz Simendinger

Report: Liz is coordinating the Library's participation in the Holiday Observer's Centennial Parade on September 7. Patty to ask Emily to identify any children interested in marching with the Library. Jackie to ask if the Library could be included in the Borough float.

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: The audit report is available and has been distributed to all Trustees. Review to accept the report to be discussed at the next Board meeting.

5. Human Resource Committee

Members: Melissa Duncan, Catherine Shaw and Jill Webb

Chair: Catherine Shaw

Report: Nothing new 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: 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 met with the facilities committee to review the preliminary construction bond act guidelines. Finalized guidelines expected to be posted in November with a 90-day window to submit applications.

Mayor & Council Agenda Items

The Mayor is pleased to report the Borough's contract to sell part of the property at 220 and 230 West Crescent has moved out of due diligence.

New Business

Nothing new to report.

Unfinished Business

Expressed interest by the community to include passport services as part of the library. Audrey to spearhead this project and submit an application to the US Department of State.

Adjournment

The Board of Trustees' meeting closed at 7:43PM on a motion by Jackie McSwiggan and seconded by Sheila Granowitz. All present voted in favor.

Next Meeting:

Special Meeting: Thursday, August 15 at 7:00PM

Submitted By:

Sandy Desmond
Secretary