

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

**Call to order**

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

**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 7:03PM.

**Approval of Minutes**

The July 18, 2019 regular meeting minutes were reviewed. Minutes were approved on a motion by Audrey Flynn and seconded by Sheila Granowitz. Melissa Duncan abstained, all others voted in favor. The June 28, 2019 special meeting minutes were reviewed. Minutes were approved on a motion by Melissa Duncan and seconded by Jackie McSwiggan. Mayor Ari Bernstein and Sheila Granowitz abstained, all others voted in favor. The August 15, 2019 special meeting minutes were reviewed. Minutes were approved on a motion by Jill Webb and seconded by Audrey Flynn. Mayor Ari Bernstein, Sandy Desmond, Melissa Duncan and Sheila Granowitz abstained, all others voted in favor.

**Financial Reports**

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

The Board reviewed the September Bill List for **\$47,832.44** 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:

	<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>Jackie McSwiggan, Superintendent's Rep.</b>	x			
<b>Mayor Ari Bernstein</b>	x			
<b>Catherine Shaw, President</b>	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.

The Lee Memorial Library has been selected by the University of Michigan to participate in its Graduate School of Information Services' project.

## **Committee Reports**

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

Liaison: Sheila Granowitz

Current Financial Status: Bank Balance: \$26,025\*

Proceeds from Book Sales for the month of August were \$864\*

Annual Fund Drive - Received YTD: \$14,491\*

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

The complimentary commuter bookstand at the Allendale train station is up and running.

### **2. Communications Committee**

Members: Audrey Flynn and Sheila Granowitz

Chair:

Report: Jackie reported the Library was represented at the Holiday Observer's Centennial Parade with banners displayed on the Borough Hall float. Members of the community walked behind the float donned with the beautiful new Library t-shirt and carried book-on-a-stick signs.

### **3. Facilities Committee**

Members: Mayor Ari Bernstein, Audrey Flynn and Jackie McSwiggan

Chair: Audrey Flynn

Report: Audrey reported a representative from the Passport Agency indicated the Library would have to start offering passport services within one month of approval. We will hold off on our application for the time being.

The wireless access will be upgraded in October. Three PCs with the Windows 10 Operating environment will replace their Windows 7 counterparts, which will no longer be supported by Microsoft after 12/31/2019.

### **4. Finance Committee**

Members: Sandy Desmond, Audrey Flynn and Jill Webb

Chair: Jill Webb

Report: We anticipate moving the Operating Account to Lakeland Bank. Patty advised moving the Capital Account to an online bank for the best interest rates.

**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 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: Catherine Shaw  
Report: Committee will meet soon.

**Mayor & Council Agenda Items**

Mayor Bernstein announced Liz Simendinger's resignation. The board thanks Liz for her service and wishes her well.

**Resolutions**

2019 R21 was approved to accept the resignation of Liz Simendinger from the Board of Trustees.

**New Business**

BCCLS Friends Breakfast with keynote speaker, Jane Green, to be held Tuesday, October 22 at Season's in Washington Township. Trustees are welcome to attend.

**Unfinished Business**

Nothing new to report.

**Adjournment**

The Board of Trustees' meeting closed at 8:13PM on a motion by Melissa Duncan and seconded by Audrey Flynn. All present voted in favor.

***Next Meeting:***

**Special Meeting: Thursday, October 17 at 7:00PM**

Submitted By:  
Sandy Desmond  
Secretary