

LEE MEMORIAL LIBRARY
Regular Meeting of the
BOARD OF TRUSTEES
Thursday, January 16, 2020

Call to order

Catherine Shaw called the meeting to order. Present at the meeting were: Mayor Ari Bernstein, Sandy Desmond, Melissa Duncan, Sheila H. Granowitz, Jackie McSwiggan, Catherine Shaw, Suzanne Warzala, Jill Webb, Library Director Susan McCaffery Wilkinson 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 7:13PM.

Mayor & Council Agenda Items

Mayor Bernstein commented he has appointed Matt O’Toole as his representative. Borough budget planning is currently underway.

Approval of Minutes

The December 19, 2019 regular meeting minutes were reviewed. Minutes were approved on a motion by Jackie McSwiggan and seconded by Melissa Duncan. Ari Bernstein abstained, all others voted in favor.

Financial Reports

- Account Balances’ Report Ending December 31, 2019**
- Treasurer’s Report for December 2019 Operating Account**
- FINAL Bill List for December 2019**
- Bill List for January 2020**

The Board reviewed the January Bill List for **\$33,292.05** out of the Operating Account and **\$0.00** out of the Capital Account.

Motion to approve the bill list by Sheila Granowitz and seconded by Melissa Duncan.

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			
Suzanne Warzala	x			
Sheila H. Granowitz	x			
Jim Wright	x			
Jackie McSwiggan, Superintendent’s Rep.	x			
Mayor Ari Bernstein	x			
Catherine Shaw, President	x			

Executive Session

A motion was made by Jackie McSwiggan and seconded by Melissa Duncan to go into executive session at 7:24PM. Executive session was closed at 7:33PM on a motion by Jill Webb and seconded by Jackie McSwiggan.

Correspondence

Helen Brusco mailed a Christmas card with a \$5,000 donation to the David J. Brusco Memorial Fund to be used for the LML "Shakespeare in Our Park" events. Patty reciprocated correspondence in gratitude. Susan Wilkinson mailed a thank you note for the Board's Christmas gift.

Director'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 Library Director Susan McCaffery Wilkinson and Administrator Patricia Durso.

Committee Reports

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

Liaison: Sheila Granowitz and Jackie McSwiggan
Current Financial Status: Bank Balance: \$33,503*
Proceeds from Book Sales for the month of December were \$468*
Annual Fund Drive - Received YTD: \$20,251*
*All figures stated are rounded to the nearest dollar.

Museum of the Dog passes have been purchased for \$200.

2. Communications Committee

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

3. Facilities Committee

Members: Mayor Ari Bernstein, Jackie McSwiggan and Suzanne Warzala
Chair: Suzanne Warzala
Report: Nothing new to report.

4. Finance Committee

Members: Sandy Desmond, Suzanne Warzala and Jill Webb
Chair: Jill Webb
Report: Committee presented the 2020 Operating Budget for review. Resolutions approving hourly wages (2020 R3) and the operating budget (2020 R4) passed.

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 Jim Wright

Chair: Sheila Granowitz

Report: Slate approved and resolution passed accepting new board (2020 R1).

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: Details of the construction bond act grant application process were distributed to board members. Jackie reported the committee met with the grant writer. The deadline is April 6, 2020 for all applications. Three architects were interviewed; Arcari & Iovino was selected.

Resolutions

2020 R1 Approval of elected board members (Organizational Meeting).

2020 R2 Approval of Check Signatories (Organizational Meeting).

2020 R3 Approve hiring Arcari & Iovino Architects.

2020 R4 Approval of 2020 wage increases for staff.

2020 R5 Approval of 2020 Operating Budget.

2020 R6 Approval of dates for 2020 board meetings.

New Business

A Fundraising Steering Committee is being created to spearhead all efforts to move forward with the LML strategic plan. Melissa Duncan will chair. Separately, Sheila voiced concern over the community survey making mention of poor youth services from the past. Sheila would like it to be well known our current Youth Services Librarian is doing a spectacular job.

Unfinished Business

Nothing new to report.

Adjournment

The Board of Trustees' meeting closed at 9:12PM on a motion by Melissa Duncan and seconded by Jackie McSwiggan All present voted in favor.

Next Meeting:

Thursday, February 20, 2020 at 7:00PM

Submitted By:
Sandy Desmond
Secretary