

**LEE MEMORIAL LIBRARY**  
**Regular Meeting of the**  
**BOARD OF TRUSTEES**  
**Thursday, February 20, 2020**

**Call to order**

Catherine Shaw called the meeting to order. Present at the meeting were: Mayor Ari Bernstein, Councilman Matt O'Toole, Melissa Duncan, Sheila H. Granowitz, Catherine Shaw, Jim Wright and Library Executive Administrator Patricia Durso. Absent were: Sandy Desmond, Jackie McSwiggan, Suzanne Warzala, 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 7:06PM.

**Mayor & Council Agenda Items**

Mayor Bernstein introduced Councilman Matt O'Toole as his representative to the library board. Mr. O'Toole is also chairman of the Finance, Administration and Human Resources Committee of the Borough. At present, he is working with the appropriate parties toward the completion of the Borough budget. He and the mayor will meet with the Financial Advisory Committee, a group of resident citizens with financial expertise, on February 24.

Background was requested on the New Jersey state law requiring the return of library funds in excess of 20% of audited operating expenses to the municipality, if said funds are not earmarked for future expenditures in a capital plan. \$331,000 was transferred from the library to the Borough in 2012 as a result of the passage of this legislation.

**Approval of Minutes**

The January 16, 2020 regular meeting minutes were reviewed. Minutes were approved on a motion by Sheila Granowitz and seconded by Melissa Duncan. All voted in favor.

**Financial Reports**

**Account Balances' Report Ending January 31, 2020**

**Treasurer's Report for January 2020 Operating Account**

**FINAL Bill List for January 2020**

**Bill List for February 2020**

The Board reviewed the February Bill List for **\$46,919.94** out of the Operating Account and **\$1,160.00** out of the Capital Account.

Motion to approve the bill list by Melissa Duncan and seconded by Jim Wright.

The Roll Call vote yielded approval, as follows:

	Yes	No	Abstain	Not Present
<b>Jackie McSwiggan, Vice President</b>				X
<b>Jill Webb, Treasurer</b>				X
<b>Sandy Desmond, Secretary</b>				X
<b>Suzanne Warzala</b>				X
<b>Sheila H. Granowitz</b>	X			
<b>Jim Wright</b>	X			
<b>Melissa Duncan, Superintendent's Rep.</b>	X			
<b>Mayor Ari Bernstein</b>	X			
<b>Catherine Shaw, President</b>	X			

**Resolutions:**

**R7:** Approve establishment of Restricted Funds account at TD Bank with initial deposit from the Operating Account as detailed in the Restricted Donations Report recorded through January 31, 2019.

**R8:** Approve request to Bank of America, trustee of the Mary K. Lee Trust, to withdraw principal of the trust to provide matching funds for the NJ Library Construction Bond Grant.

**Correspondence**

No correspondence.

**Director's Report**

**Youth Services Circulation & Programming Report**

**Director's Summary**

**Statistics, inclusive of Circulation Trends, Traffic & Adult Programming**

**Committee Reports**

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

Liaison: Sheila Granowitz and Jackie McSwiggan

Current Financial Status: Bank Balance: \$33,758\*

Proceeds from Book Sales for the month of January were \$688\*

Annual Fund Drive 2020 - Received YTD: \$150\*\*

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

\*\*Annual fund receipts tallied as of 1/1/2020.

The Friends annual appeal letter was previewed by the board. It will be assembled and mailed to all Allendale addresses on March 9. The letter will feature information about the availability of a matching grant for which the board plans to apply.

**2. Communications Committee**

Members: Sandy Desmond, Sheila Granowitz and Jim Wright

Chair: Jim Wright

Report: Mr. Wright announced his appointment as a library trustee on his social media accounts and invited the public to share concerns, questions and praise regarding the library. The responses he received were uniformly positive.

### **3. Facilities Committee**

Members: Mayor Ari Bernstein, Jackie McSwiggan and Suzanne Warzala

Chair: Suzanne Warzala

Report: Ms. Shaw provided the report in the absence of the committee chair. A pipe burst in the library in January, causing flooding and a loss of heat for several days. No materials were damaged. The conduit was remediated and heat was restored within a week. On behalf of the library, Ms. Shaw thanked the Borough for its swift response.

### **4. Finance Committee**

Members: Sandy Desmond, Suzanne Warzala and Jill Webb

Chair: Jill Webb

Report: Nothing new to report.

### **5. Human Resource Committee**

Members: Melissa Duncan, Catherine Shaw and Jill Webb

Chair: Catherine Shaw

Report: Interviews will be conducted next week to hire a new circulation associate. LML will be fully staffed once this position is filled.

### **6. Nominating Committee**

Members: Sandy Desmond, Sheila Granowitz and Jim Wright

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: Jackie McSwiggan

Ms. Duncan and Ms. Shaw provided the report in the absence of the committee chair. It had been the intention of the library board to apply for the NJ Library Construction Bond Grant through first round applications, due by April 6. The library had been working with a grant writer and an architect on preliminary plans. However, given the ongoing negotiations between the Borough and Hampshire Group regarding the construction of 220 West Crescent Avenue as a new Borough Hall, the Borough could not yet commit with certainty that it would vacate its current offices, making the space available to the library for expansion. Therefore, the library board intends to apply for the construction bond grant in the announced second round of applications once the State establishes the submission dates. It is expected that more time will provide both the Borough and the library board greater clarity about the future occupancy of the 500 West Crescent Avenue building.

### **8. Fundraising Committee**

Members: Jackie McSwiggan and Catherine Shaw

Chair: Melissa Duncan

Members of the public are actively being recruited to serve on the Fundraising Committee. Ms. Duncan issued a letter to trustees regarding their role as library ambassadors which asked each to identify three contacts that will assist the committee. She awaits responses from all but one trustee.

Ms. Duncan is gathering ideas both for large fundraising events and for everyday reminders to support the library financially. Mr. Wright suggests creating a list of needs that the public can donate towards. It is anticipated that a Venmo account will be established soon for on-the-fly contributions.

**New Business**

No new business outside of committee reports.

**Unfinished Business**

Nothing new to report.

**Adjournment**

The Board of Trustees' meeting closed at 8:27PM on a motion by Sheila Granowitz and seconded by Melissa Duncan. All present voted in favor.

***Next Meeting:***

**Thursday, March 19, 2020 at 7:00PM**

Submitted By:

Patricia Durso

Library Executive Administrator