

LEE MEMORIAL LIBRARY
Regular Meeting of the
BOARD OF TRUSTEES
Thursday, March 19, 2020

Call to order

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

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 7:01PM.

Mayor & Council Agenda Items

Mayor Bernstein reported that the first presumptive case of Covid-19 has been identified in Allendale. He explained that a case is considered “presumptive” until ratified by the State Board of Health. He has been involved in meetings with the Office of Emergency Management, and State and County officials throughout this period of crisis.

Bergen County Executive James Tedesco has rescinded his order that all non-essential “worldly” enterprises cease operations. He had not received State approval prior to his announcement and the order will not be enforced.

The Mayor will send a communication to Allendale residents on March 20 regarding new regulations and protocols surrounding the novel coronavirus.

The Borough Hall building is now closed to pedestrian traffic. Borough staff will be on-site to handle inquiries via phone and email.

Crestwood Park remains open but no organized gatherings or sporting endeavors involving multiple people, such as basketball games, are permitted.

Approval of Minutes

The February 20, 2020 regular meeting minutes were reviewed. Minutes were approved on a motion by Melissa Duncan and seconded by Jim Wright. Ms. Desmond, Ms. McSwiggan, Ms. Warzala and Ms. Webb abstained. All others voted in favor.

Financial Reports

Account Balances' Report Ending February 29, 2020
Treasurer's Report for February 2020 Operating Account
FINAL Bill List for February 2020
Bill List for March 2020

The Board reviewed the February Bill List for **\$64,679.80** out of the Operating Account and **\$1,460.00** out of the Capital Account.

Motion to approve the bill list by Suzanne Warzala and seconded by Jim Wright.

The Roll Call vote yielded approval, as follows:

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

Correspondence

No correspondence.

Director's Report

Youth Services Circulation & Programming Report

Director & Administrator'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: \$34,478*

Proceeds from Book Sales for the month of February were \$600*

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.

Ms. McSwiggan reported that the Friends of the Library annual fundraising mailer was assembled by an enthusiastic and productive group of members with participation from some library trustees. During the envelope stuffing she offered a few words about this year's campaign and fielded questions. She noted that the letter was mailed just before the stock market crashed but emphasized that the library has true partners in the Friends and that all look forward to working together. Friends member Cathy Squasoni has been named Assistant Treasurer and will be responsible for managing deposits and accounts for the fund drive, as well as for acknowledging donations.

2. Communications Committee

Members: Sandy Desmond, Sheila Granowitz and Jim Wright

Chair: Jim Wright

Report: Mr. Wright continues to monitor social media and act as a library spokesman when questions arise from the public, particularly on the 0740one Facebook page.

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: Nothing new to report.

5. Human Resource Committee

Members: Melissa Duncan, Catherine Shaw and Jill Webb

Chair: Catherine Shaw

Report: On Tuesday, March 17, full- and part-time staff were informed by the Library Administrator that they were not to report to work on-site through March 28, 2020. Staff were informed that they would be paid for their regularly scheduled shifts during this period. In light of the library's closure, a prospective employee who was expected to begin a position later this month was informed that the hiring has been placed on hold.

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. Shaw and Ms. McSwiggan reported that the deadline for first round applications for the New Jersey Library Construction Bond grant has been extended from April 6 to June 6, 2020. They noted that Lee Memorial Library expects to apply in the second round, so this change does not affect current plans.

8. Fundraising Committee

Members: Catherine Shaw and Jim Wright

Co-Chairs: Melissa Duncan and Suzanne Warzala

Ms. Duncan will continue to work with the committee on fundraising strategies that elicit broad participation from the community, to be rolled out when everyone can be together again.

New Business

Ms. Durso raised a concern about contracting for the annual Shakespeare performance in light of several issues, among them: 1) The ability to host a performance given current regulations limiting the number of people who can legally gather in a public space; 2) Whether, given social distancing requirements, the company will be able to rehearse and ultimately deliver a performance; 3) The ability to postpone a performance to a later date; 4) Provisions for credit or refund if the organization's actors or crew are stricken with the coronavirus and cannot perform. The agreement as it stands does not provide relief of the library's payment obligation in these circumstances. Mayor Bernstein offered to take a role in speaking with the organization's representative to hammer out details.

Unfinished Business

Eagle Scout candidates Brandon Mundahl and Morgan Mundahl have completed the construction of outdoor furniture for the library grounds, including four Adirondack chairs, two ADA-compatible picnic tables and other pieces. The board agreed that the library would accept the delivery of the furniture from the Scouts on Monday, March 23. Ms. Durso, Mr. Wright, Ms. McSwiggan and Ms. Shaw will be on site for the placement.

Adjournment

The Board of Trustees' meeting closed at 7:50PM on a motion by Jill Webb and seconded by Jackie McSwiggan. All present voted in favor.

Next Meeting:**Thursday, April 16, 2020 at 7:00PM**

Submitted By:

Patricia Durso

Library Executive Administrator