

LEE MEMORIAL LIBRARY

Virtual Meeting of the BOARD OF TRUSTEES

Thursday, April 16, 2020

Call to order

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

Open Public Meeting

This meeting was held virtually and 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

Catherine reported on behalf of Mayor Bernstein, all matters related to the property at 220 and 230 West Crescent are currently on hold due to the coronavirus quarantine. Allendale currently has 37 reported cases of the virus; one of the lowest numbers in Bergen County.

Approval of Minutes

The March 19, 2020 regular meeting minutes were reviewed. Minutes were approved on a motion by Jackie McSwiggan and seconded by Jill Webb. Sheila Granowitz abstained, all others voted in favor. The March 13, 2020 emergency board meeting minutes were reviewed. Minutes were approved on a motion by Melissa Duncan and seconded by Jim Wright. Sheila Granowitz and Suzanne Warzala abstained, all others voted in favor.

Financial Reports

Account Balances' Report Ending March 31, 2020
Treasurer's Report for March 2020 Operating Account
FINAL Bill List for March 2020
Bill List for April 2020

The Board reviewed the April Bill List for **\$34,811.41** 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 Sheila Granowitz.

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			
Sheila H. Granowitz	x			
Suzanne Warzala	x			
Jim Wright	x			
Melissa Duncan, Superintendent's Rep.	x			
Mayor Ari Bernstein				x
Catherine Shaw, President	x			

Correspondence

There have been many emails and calls from members of the Allendale community looking for electronic library resources. Patty has successfully assisted everyone in accessing these resources with great appreciation from our patrons.

Director's Report

Youth Services Circulation & Programming Report

Director's Summary

Statistics, inclusive of Circulation Trends, Traffic & Adult Programming

Patty has spoken with the Hudson Valley Shakespeare troupe to negotiate a flexible contract, since a summer performance at Crestwood cannot be guaranteed at this point due to the Coronavirus restrictions. As the contract currently states, no refunds are allowed under any circumstances. In addition, the troupe disbands at the end of the summer so the performance date cannot be moved to later in the year. Jackie will ask Mayor Bernstein to negotiate further with the troupe.

Committee Reports

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

Liaison: Sheila Granowitz and Jackie McSwiggan

Current Financial Status: Bank Balance: \$33,263*

Proceeds from Book Sales for the month of March (prior to closing) were: \$320*

FOL Capital Campaign Fund:

Annual Fund Drive 2020 - Received YTD: \$7,850

*All figures stated are rounded to the nearest dollar.

The Friends kicked off the Capital Campaign Drive with their Annual Fund mailing. All money raised from the fundraising letter will go toward the Capital Campaign Fund. The letters went out to all residents on March 9, right before the state's shutdown orders and the close of the Library. Jackie stated even in these uncertain times, the letter raised a significant sum of money. The Capital Campaign Fund will be kept in a separate account from the book sales account.

Cathy Squasoni, assistant Treasurer of the Friends, will draft a thank you letter to be sent for every donation received.

2. Communications Committee

Members: Sandy Desmond, Sheila Granowitz and Jim Wright

Chair: Jim Wright

Report: Jim continues to post great information about the library on the 07400one FaceBook page. Jackie suggested contacting Tyler Yaccarino to include updated library information on the Allendale Borough website.

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. Fundraising Steering Committee

Members: Melissa Duncan, Cathy Squasoni, Catherine Shaw, Suzanne Warzala and Jim Wright
Co-Chairs: Melissa Duncan and Suzanne Warzala
Report: Melissa and Suzanne will conduct a planning meeting soon.

6. Human Resource Committee

Members: Melissa Duncan, Catherine Shaw and Jill Webb
Chair: Catherine Shaw
Report: Committee to meet soon to discuss impact of the Library's continued closing.

7. Nominating Committee

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

8. Policies and Procedures Committee

Members: Melissa Duncan, Jackie McSwiggan and Catherine Shaw
Chair: Melissa Duncan
Report: Nothing new to report.

9. Strategic and Capital Planning Committee

Members: Melissa Duncan, Jackie McSwiggan, Catherine Shaw and Jill Webb
Chair: Jackie McSwiggan
Report: A strategic plan is still needed. The coronavirus quarantine has further complicated the planning process.

New Business

Catherine reported the BCCLS Executive Board will seek out any available state funding for Bergen County libraries. After the 2008 great recession, NJ libraries were left out of state funding. BCCLS has drafted a letter to State government officials to advocate for increased funding to libraries to aid in the Coronavirus recovery.

Suzanne suggested residents might have book donations at this time. Reopening the drop box and taking book donations is being considered if it can be done safely.

Unfinished Business

Delivery of the outdoor furniture from the eagle scouts' project is being postponed until the coronavirus quarantine has been lifted. A communication plan will be developed around the receipt of the furniture to: 1) inform the public, and 2) thank the Boy Scouts for their hard work and effort.

Adjournment

The Board of Trustees' meeting closed at 8:45PM on a motion by Melissa Duncan and seconded by Sheila Granowitz. All present voted in favor.

Next Meeting:

Thursday, May21, 2020 at 7:00PM

Submitted By:
Sandy Desmond
Secretary