

**LEE MEMORIAL LIBRARY
Virtual Meeting of the
BOARD OF TRUSTEES
Thursday, June 18, 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, Mayor’s Representative Matt O’Toole, Catherine Shaw, Suzanne Warzala, Jill Webb, Jim Wright, Library Executive Administrator Patricia Durso and Library Director Susan McCaffery Wilkinson. 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 7:08PM.

Mayor & Council Agenda Items

Matt O’Toole reported on behalf of Mayor Bernstein, the current focus is on how to get things re-opened. A portion of Allendale Avenue is closing down Saturday nights starting this Saturday for restaurants to have additional outdoor dining space. Crestwood Lake is also opening this Saturday.

Approval of Minutes

The May 21, 2020 regular meeting minutes were reviewed. Minutes were approved on a motion by Melissa Duncan and seconded by Jackie McSwiggan. Matt O’Toole abstained; all others voted in favor.

Financial Reports

**Account Balances’ Report Ending May 31, 2020
Treasurer’s Report for May 2020 Operating Account
FINAL Bill List for May 2020
Bill List for June 2020**

The Board reviewed the June Bill List for **\$19,963.08** 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 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			
Sheila H. Granowitz	x			
Suzanne Warzala				x
Jim Wright	x			
Melissa Duncan, Superintendent’s Rep.	x			
Mayor Ari Bernstein,				x
Matt O’Toole, Mayor Rep.	x			
Catherine Shaw, President	x			

Correspondence

We should define correspondence at some point to discuss whether posts on social media fall under that category. There have been posts on social media enquiring about the Library's re-opening date.

Director's Report

Youth Services Circulation & Programming Report

Director's Summary

Statistics, inclusive of Circulation Trends, Traffic & Adult Programming

Susan reported the Library will be moving toward the re-opening phase. BCCLS is offering subscription software for self-checkout (Meescan) expected fee is \$155 - \$400 per library depending on how many BCCLS members participate. The library iPads have fallen into disrepair and need to be replaced for Meescan purposes.

Patty reported engagements on FaceBook are up 165% (June vs. Apr). Emily created a YouTube channel for all of our videos and a game with emoji book titles with great public participation.

Catherine created a task force to re-open the Library consisting of eight people (four trustees, two library staff, one Board of Health Representative and one member of the public). The Task Force meets weekly to put together recommended strategies and procedures for each stage of re-opening. The Governor's office just announced all Libraries can open for curb-side pick-up beginning June 22. The book drop has been opened since June 10 with quarantining procedures in place. BCCLS has started delivering the existing items held in the warehouse. Email sent yesterday regarding the Library's porch pick-up. The reopening is going relatively smoothly. All members of the staff have been trained on the new procedures.

Committee Reports

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

Liaison: Sheila Granowitz and Jackie McSwiggan

Current Financial Status: Bank Balance: \$33,523*

Proceeds from Book Sales for the month of May were: \$0

FOL Capital Campaign Fund:

Annual Fund Drive 2020 - Received YTD: \$13,155*

*All figures stated are rounded to the nearest dollar.

Sheila announced the winner of the 2020 FOL college scholarship in the amount of \$750 is Upper Saddle River resident, Ryan Park. Jackie discussed plans for the porch pick-up to be set-up in the FOL bookstore area with Anna DiMiceli. There are no plans for the bookstore to be operational anytime soon and Anna fully supported the use of the space.

2. Communications Committee

Members: Sandy Desmond, Sheila Granowitz and Jim Wright

Chair: Jim Wright

Report: Jim continues to spread good cheer and information on the 0740one FaceBook page about the library.

3. Facilities Committee

Members: Mayor Ari Bernstein, Jackie McSwiggan and Suzanne Warzala

Chair: Suzanne Warzala

Report: Catherine reported on behalf of Suzanne, the plexiglass work commissioned by the Borough looks great. The Borough is also supplying staff with PPE. The beautiful outdoor furniture (two picnics tables, four Adirondack chairs with footrests and two small tables) were delivered by the two eagle scouts. We are very impressed and thankful.

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: Catherine reported on behalf of Melissa; the committee is working on future fundraising plans and communications. We are holding off on additional communications until more is known about the Pandemic. A donate button for the Library website is in the works. Patty reported there will be bookmarks handed out with messages about fundraising and more.

6. Human Resource Committee

Members: Melissa Duncan, Catherine Shaw and Jill Webb

Chair: Catherine Shaw

Report: Nothing new to report.

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: Pandemic-Era Policies have been written, reviewed and passed (R9). Patty requested any policy that includes the Executive Administrator needs to also include the Director. A resolution for the Porch Pick-up hours was also written, discussed and passed (R10).

9. Strategic and Capital Planning Committee

Members: Melissa Duncan, Jackie McSwiggan, Catherine Shaw and Jill Webb

Chair: Jackie McSwiggan

Report: Nothing new to report.

New Business

Catherine reported NJLTA webinars have been amazing. They are timely, relevant and well organized with very knowledgeable speakers.

Unfinished Business

Nothing new to report.

Adjournment

The Board of Trustees' meeting closed at 8:28PM on a motion by Jim Wright and seconded by Jackie McSwiggan. All present voted in favor.

Next Meeting:

Thursday, July 19, 2020 at 7:00PM

Submitted By:
Sandy Desmond
Secretary