Lee Memorial Library

Virtual Meeting of the Board of Trustees
Thursday, May 21, 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. Absent: Mayor Ari Bernstein.

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 7:04PM.

Mayor & Council Agenda Items
Ms. Shaw reported on behalf of Mayor Bernstein. There are two task forces being created to address issues related to the pandemic. The first will address small business recovery. The second task force will help residents find resources and information.

Approval of Minutes
The April 16, 2020 regular meeting minutes were reviewed. Minutes were approved on a motion by Ms. Granowitz and seconded by Ms. Duncan. All voted in favor.

Financial Reports
Account Balances’ Report Ending April 30, 2020
Treasurer’s Report for April 2020 Operating Account
FINAL Bill List for April 2020
Bill List for May 2020

The Board reviewed the May Bill List for $55,721.34 out of the Operating Account and $0.00 out of the Capital Account.

Motion to approve the bill list by Ms. McSwiggan and seconded by Ms. Duncan.

The Roll Call vote yielded approval, as follows:

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<th>Yes</th>
<th>No</th>
<th>Abstain</th>
<th>Not Present</th>
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<td>Jackie McSwiggan, Vice President</td>
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<td>Jill Webb, Treasurer</td>
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<td>Sandy Desmond, Secretary</td>
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<td>Sheila H. Granowitz</td>
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<td>Suzanne Warzala</td>
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<td>Jim Wright</td>
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<td>Melissa Duncan, Superintendent’s Rep.</td>
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<td>Mayor Ari Bernstein</td>
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<td>Catherine Shaw, President</td>
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Correspondence
Emails and calls from members of the Allendale community continue to come in as well as a few donations.

Director’s Report
Youth Services Circulation & Programming Report
Director’s Summary
Statistics, inclusive of Circulation Trends, Traffic & Adult Programming

Ms. Wilkinson reported weekly virtual staff meetings have been good. Each staff member is performing library tasks remotely. BCCLS has a task force developing the framework for each library to use in its reopening strategy once Governor Murphy has given libraries the go-ahead. Technology for self-checkout is being considered by BCCLS.

The Hudson Valley Shakespeare troupe has cancelled all performances for summer 2020. Mrs. Brusco was very understanding about the “Shakespeare in Our Park” event being cancelled this summer.

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 April were: $0
   FOL Capital Campaign Fund:
   - Annual Fund Drive 2020 - Received YTD: $9,000*
   *All figures stated are rounded to the nearest dollar.

2. **Communications Committee**
   Members: Sandy Desmond, Sheila Granowitz and Jim Wright
   Chair: Jim Wright
   Report: Communications and Fundraising Committees will coordinate efforts for donations. A donate button on the Library website is recommended.

3. **Facilities Committee**
   Members: Mayor Ari Bernstein, Jackie McSwiggan and Suzanne Warzala
   Chair: Suzanne Warzala
   Report: Ms. Warzala reported the committee met to discuss the library reopening strategies. Mayor Bernstein is exploring resources for personal protective equipment.

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: Ms. Duncan presented several good fundraising ideas as a result of a recent committee meeting. Fundraising efforts are being hampered by the response to the coronavirus pandemic.
6. **Human Resource Committee**  
   Members: Melissa Duncan, Catherine Shaw and Jill Webb  
   Chair: Catherine Shaw  
   Report: We will continue to support our staff and keep everyone working remotely until the library reopens.

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: Policies and Procedures will be reviewed to address protocols for closing and reopening in case of an emergency such as a pandemic.

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**  
No new business.

**Unfinished Business**  
A beautiful picnic table and Adirondack chairs created for a Boy Scouts’ eagle project will be delivered on June 11 (rain date June 16). We are very grateful for the donation.

**Adjournment**  
The Board of Trustees’ meeting closed at 8:57PM on a motion by Ms. McSwiggan and seconded by Ms. Warzala. All present voted in favor.

**Next Meeting:**  
**Thursday, June 18, 2020 at 7:00PM**

Submitted By:  
Sandy Desmond  
Secretary