

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:

	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

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