

**LEE MEMORIAL LIBRARY**  
**Virtual Meeting of the**  
**BOARD OF TRUSTEES**  
**Thursday, July 16, 2020**

**Call to order**

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

**Open Public Meeting**

This meeting was held virtually and properly noticed according to the Open Public Meeting Act and was announced by Jackie McSwiggan as open to the public at 7:02PM.

**Mayor & Council Agenda Items**

The Mayor reported the Borough has an amended redevelopment plan for the property at 220 and 230 West Crescent and has moved out of the due diligence phase.

**Approval of Minutes**

The June 18, 2020 regular meeting minutes were reviewed. Minutes were approved on a motion by Sheila Granowitz and seconded by Jim Wright. Ari Bernstein abstained; all others voted in favor.

**Financial Reports**

- Account Balances' Report Ending June 30, 2020**
- Treasurer's Report for June 2020 Operating Account**
- FINAL Bill List for June 2020**
- Bill List for July 2020**

The Board reviewed the July Bill List for **\$27,783.35** out of the Operating Account and **\$0.00** out of the Capital Account.

Motion to approve the bill list by Jackie McSwiggan and seconded by Sheila Granowitz.

The Roll Call vote yielded approval, as follows:

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

**Correspondence**

Nothing new to report.

## **Director's Report**

### **Youth Services Circulation & Programming Report**

#### **Director's Summary**

#### **Statistics, inclusive of Circulation Trends, Traffic & Adult Programming**

Details are contained within the reports identified above, as prepared and furnished by Library Director Susan McCaffery Wilkinson, Executive Administrator Patricia Durso and Youth Services Librarian Emily Chen.

Interlibrary loans are due to resume on Monday, July 20. Patrons are delighted to be back in the library. Porch pick-up continues to be well utilized.

## **Committee Reports**

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

Liaison: Sheila Granowitz and Jackie McSwiggan

Current Financial Status: Bank Balance: \$32,553\*

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

FOL Capital Campaign Fund:

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

\*All figures stated are rounded to the nearest dollar.

Longtime Friends of the Library Book Shop Manager, Sara Buckley, will be leaving Allendale. The Board is very appreciative of her time and effort to lead the Friends' bookshop. Book Shop Managers are being sought.

### **2. Communications Committee**

Members: Sandy Desmond, Sheila Granowitz and Jim Wright

Chair: Jim Wright

Report: Nothing new to report.

### **3. Facilities Committee**

Members: Mayor Ari Bernstein, Jackie McSwiggan and Suzanne Warzala

Chair: Suzanne Warzala

Report: The donated furniture made by two Eagle Scouts is being stored in the library until the fabricated stakes have been installed. The air conditioning has been out for a few weeks due to a squirrel eating through a wire.

### **4. Finance Committee**

Members: Sandy Desmond, Suzanne Warzala and Jill Webb

Chair: Jill Webb

Report: The CD matured and was moved to a money market account at the recommendation of our TD Bank representative because of the low rates. Other options will be explored.

### **5. Fundraising Steering Committee**

Members: Melissa Duncan, Cathy Squasoni, Catherine Shaw, Suzanne Warzala and Jim Wright

Co-Chairs: Melissa Duncan and Suzanne Warzala

Report: Nothing new to report.

### **6. Human Resource Committee**

Members: Melissa Duncan, Catherine Shaw and Jill Webb

Chair: Catherine Shaw

Report: An offer of employment was made and accepted in July for a circulation associate position that had been previously approved in March.

**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 adopted are very good and working well.

**9. Strategic and Capital Planning Committee**

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

Chair: Jackie McSwiggan

Report: The deadline for the first round of construction bond act grant applications has closed. The next round will include upgrading library HVAC systems.

**New Business**

Jackie reported NJLTA webinars are very helpful. All Trustees are encouraged to participate.

**Unfinished Business**

Nothing new to report.

**Adjournment**

The Board of Trustees' meeting closed at 7:45PM on a motion by Jill Webb and seconded by Jim Wright. All present voted in favor.

***Next Meeting:***

**Thursday, August 20, 2020 at 7:00PM**

Submitted By:  
Sandy Desmond  
Secretary