

**LEE MEMORIAL LIBRARY
BOARD OF TRUSTEES
ANNUAL ORGANIZATIONAL MEETING
Thursday, January 16, 2020**

I. Call to order: Susan McCaffery Wilkinson, Library Director

Susan McCaffery Wilkinson called the LML Board of Trustees Annual Organizational Meeting to order at 7:03PM.

Present at the meeting were: Mayor Ari Bernstein, Sandy Desmond, Melissa Duncan, Sheila H. Granowitz, Jackie McSwiggan, Catherine Shaw, Suzanne Warzala, Jill Webb, Library Director Susan McCaffery Wilkinson and Jim Wright.

II. Open Public Meeting

The meeting was properly noticed according to the Open Public Meeting Act and was announced by Ms. Wilkinson as open to the public at 7:03PM.

III. Minutes of the January 2019 Organizational Meeting

The minutes of the January 2019 Organizational Meeting were approved on a motion by Sheila Granowitz and seconded by Jackie McSwiggan. Ari Bernstein, Melissa Duncan and Jim Wright abstained, all others voted in favor.

IV. Oath of Office

Mayor Ari Bernstein administered the Lee Memorial Library Trustee's oath of office, as follows to Suzanne Warzala.

**OATH OF OFFICE
STATE OF NEW JERSEY
COUNTY OF BERGEN**

I, Suzanne Warzala, do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of New Jersey, that I will bear true faith and allegiance to the same and to the Governments established in the United States and in this State, under the Authority of the People, and that I will faithfully, impartially and justly perform all the duties of the office of the Trustee of the Lee Memorial Library to the best of my ability, so help me God.

Signed by: Suzanne Warzala

Sworn and subscribed before me this 16th day of January 2020.

V. Election of Officers 2020

Nominating Committee Chair, Sheila Granowitz, presented to the board candidates for election to the offices of President, Vice President, Treasurer and Secretary for 2020.

LEE MEMORIAL LIBRARY RESOLUTION

Be it hereby resolved by the Trustees of the Lee Memorial Library on January 16, 2020 that the following Trustees be elected to office:

President: Catherine Shaw
Vice President: Jackie McSwiggan
Treasurer: Jill Webb
Secretary: Sandy Desmond

Motion to accept the Resolution: Melissa Duncan

Second the Motion: Jim Wright

**Roll Call Vote
Board of Trustees**

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

Date: 1/16/2020

Signed: Sandy Desmond

Office: Secretary

VI. Resolution to Authorize Check Signatories

The board voted to authorize check signatories for bank accounts related to Lee Memorial Library business.

LEE MEMORIAL LIBRARY RESOLUTION

Be it hereby resolved by the Trustees of the Lee Memorial Library on January 16, 2020 that the following Trustees are authorized to sign checks for Lee Memorial Library. All checks require two of the three signatures.

- 1. **Jill Webb**
- 2. **Catherine Shaw**
- 3. **Suzanne Warzala**

Motion to accept the Resolution: Sandy Desmond

Second the Motion: Jim Wright

**Roll Call Vote
Board of Trustees**

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

Date: 1/16/2020

Signed: Sandy Desmond

Office: Secretary

VII. Bank Accounts

Melissa Duncan moved to approve, and Jill Webb seconded, the use of the previously established bank accounts.

All present voted in favor.

VIII. Appointments

Melissa Duncan moved to approve the following appointments, with Sheila Granowitz seconding the motion:

- Auditors: Lerch, Vinci and Higgins
- Attorney: Michael A. Cerone, Jr.
- Architectural Firm: Arcari & Iovino
- Newspaper of Record: *The Town Journal*

All present voted in favor.

IX. Petty Cash Account

Melissa Duncan moved to approve the petty cash account in the amount of \$100. Jackie McSwiggan seconded the motion.

All present voted in favor.

X. Certification of Agreement with BCCLS

Ms. Wilkinson presented the Certification of Agreement with BCCLS for the year 2020. The Library Director and Board of Trustees' President signed and dated the document, attesting compliance with BCCLS' policies.

X. Adjournment

The Annual Organizational Meeting closed at 7:12PM on a motion by Melissa Duncan and seconded by Sheila Granowitz.

All present voted in favor.

Next Organizational Meeting: January 2021

Submitted by:
Sandy Desmond
Secretary