

**LEE MEMORIAL LIBRARY**  
**Virtual Meeting of the**  
**BOARD OF TRUSTEES**  
**Thursday, October 15, 2020**

**Call to order**

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

**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 7:01PM.

**Approval of Minutes**

The September 17, 2020 regular meeting minutes were reviewed. Minutes were approved on a motion by Sheila Granowitz and seconded by Suzanne Warzala. Mayor Ari Bernstein, Melissa Duncan, Jackie McSwiggan and Jim Wright abstained; all others voted in favor.

**Financial Reports**

**Account Balances' Report Ending September 30, 2020**  
**Treasurer's Report for September 2020 Operating Account**  
**FINAL Bill List for September 2020**  
**Bill List for October 2020**

The Board reviewed the October Bill List for **\$28,638.54** 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 Jackie McSwiggan.

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**

None received.

## **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 and Executive Administrator Patricia Durso.

The State of NJ published its *Table of Equalized Valuations* for properties in every municipality. As a result of the most recent valuations, there will be a slight decrease in Library funding for 2021.

## **Committee Reports**

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

Liaison: Sheila Granowitz and Jackie McSwiggan

Current Financial Status: Bank Balance: \$32,594\*

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

K-8 First Day Packet to date: \$212\*

FOL Capital Campaign Fund:

Annual Fund Drive 2020 - Received YTD: \$15,287\*

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

The virtual first day packets were distributed without the FOL fundraising letter. The letter will now be distributed on its own.

The bookshop will reopen on October 30 with book drop-offs being accepted beginning October 19. Friends of the Library assistant treasurer Cathy Squasoni others she recruited will work the shop on Fridays. All other days will be staffed by experienced book shop volunteers.

### **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: Nothing new to report.

### **4. Finance Committee**

Members: Sandy Desmond, Suzanne Warzala and Jill Webb

Chair: Jill Webb

Report: A draft of the audit has been presented. The Finance Committee is requesting an exit interview with Paul Lerch from the auditing firm to discuss.

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

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

Co-Chairs: Suzanne Warzala

Report: The mum sale generated \$2,290. Many thanks to Suzanne for a job well done! Going forward, we should use the day of flower pickups as a way for Friends and Trustees to advocate for the Library. November is a good time to reinvigorate our fundraising efforts.

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

Members: Melissa Duncan, Catherine Shaw and Jill Webb

Chair: Catherine Shaw

Report: The search for a Youth Services Librarian continues.

**7. Nominating Committee**

Members: Sandy Desmond, Sheila Granowitz and Jim Wright

Chair: Sheila Granowitz

Report: The committee will meet soon to discuss the Executive Board slate for 2021.

**8. Policies and Procedures Committee**

Members: Melissa Duncan, Jackie McSwiggan and Catherine Shaw

Chair: Melissa Duncan

Report: Nothing new to report.

**9. Strategic and Capital Planning Committee**

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

Chair: Jackie McSwiggan

Report: The committee will meet soon to revisit the current strategic plan for possible updates.

**Mayor & Council Agenda Items**

The Mayor reported plans for the property at 220 and 230 West Crescent have been moving forward in a positive fashion. Hampshire will be presenting to the land use board on Oct. 21. Halloween should be celebrated in a CDC compliant fashion. The COVID-19 numbers are on the rise in New Jersey. General election voting is being done with mail-in ballots in NJ.

**New Business**

The NJ Library Trustees Association will be hosting a Trustee Institute seminar this Saturday, October 17. The BCCLS Trustee Development Committee is hosting their Trustee 201 seminar on October 29. The BCCLS Friend's Committee will have a presentation on fundraising on October 20. All Trustees are encouraged to participate.

**Resolutions:**

R18 – Approve Virtual Meetings Participation by Public and Trustees

R19 – Approve 2021 Schedule of Board Meetings

R20 – Approve 2021 Holiday Closing Schedule

**Unfinished Business**

Nothing new to report.

**Adjournment**

The Board of Trustees' meeting closed at 9:03PM on a motion by Sandy Desmond and seconded by Jim Wright. All present voted in favor.

***Next Meeting:***

**Thursday, November 19, 2020 at 7:00PM**

Submitted By:

Sandy Desmond

Secretary