

LEE MEMORIAL LIBRARY

Virtual Meeting of the BOARD OF TRUSTEES

Thursday, November 19, 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, Mayor's Representative Matt O'Toole, Catherine Shaw, Suzanne Warzala, Jim Wright, Library Executive Administrator Patricia Durso and Library Director Susan McCaffery Wilkinson. Absent: Mayor Ari Bernstein and Jill Webb.

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 7:10PM. Catherine requested a moment of silence in observance of the passing of Jim Holleran.

Approval of Minutes

The October 15, 2020 regular meeting minutes were reviewed. Minutes were approved on a motion by Jackie McSwiggan and seconded by Sheila Granowitz. All voted in favor.

Financial Reports

Account Balances' Report Ending October 30, 2020

Treasurer's Report for October 2020 Operating Account

FINAL Bill List for October 2020

Bill List for November 2020

The Board reviewed the November Bill List for **\$62,476.72** 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 Jim Wright.

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 | | | |
| Matt O'Toole, Mayor's Rep. | x | | | |
| Catherine Shaw, President | 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 and Executive Administrator Patricia Durso.

The recipients for round one of the construction bond act were announced by the state. Only 22 of 129 library applicants were approved for grants. This is significantly less than past grant approvals. We will plan to submit a proposal for round two next year.

We are very grateful to our dedicated staff for adapting to our new work environment and continue to work hard during the pandemic.

Committee Reports

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

Liaison: Sheila Granowitz and Jackie McSwiggan

Current Financial Status: Bank Balance: \$32,614*

Proceeds from Book Sales for the month of October were approximately: \$32

FOL Capital Campaign Fund:

Annual Fund Drive 2020 - Received YTD: \$18,640*

*All figures stated are rounded to the nearest dollar.

The bookshop opened on October 30 and has been very busy.

2. Communications Committee

Members: Sandy Desmond, Sheila Granowitz and Jim Wright

Chair: Jim Wright

Report: All social platforms will be utilized to remind residents of the many library resources available especially during the pandemic. A solid communication and information campaign to the community is crucial in creating ambassadors among our residents.

3. Facilities Committee

Members: Mayor Ari Bernstein, Jackie McSwiggan and Suzanne Warzala

Chair: Suzanne Warzala

Report: A new design is needed for the porch pick-up window so we are not losing heat.

4. Finance Committee

Members: Sandy Desmond, Suzanne Warzala and Jill Webb

Chair: Jill Webb

Report: Audit report for December 31, 2019 was reviewed. Resolution R22 was passed accepting the audit report. We are in compliance. Many thanks to Patty for her tireless work in the completion of this audit. A transfer will be made from the library Operating Account to the library Capital Account. Resolution R23 was passed to approve the transfer. The preliminary 2021 budget is being drafted.

5. Fundraising Steering Committee

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

Co-Chairs: Suzanne Warzala

Report: The LML fundraiser letter was included in the November Borough newsletter. Feedback has been very good and brought in some donations. We should continue to increase our public communication and awareness to bolster community interest in the library before fundraising.

6. Human Resource Committee

Members: Melissa Duncan, Catherine Shaw and Jill Webb

Chair: Catherine Shaw

Report: A promising candidate for Youth Services Librarian is in the interview process.

7. Nominating Committee

Members: Sandy Desmond, Sheila Granowitz and Jim Wright

Chair: Sheila Granowitz

Report: The Committee has solicited the following slate of candidates to serve as officers for 2021.

President: Catherine Shaw

Vice President: Jackie McSwiggan

Treasurer: Suzanne Warzala

Secretary: Jim Wright

The slate will be formally presented at the December board meeting for consideration.

8. Policies and Procedures Committee

Members: Melissa Duncan, Jackie McSwiggan and Catherine Shaw

Chair: Melissa Duncan

Report: The copier will be available to the public for use again. Sanitizing wipes will be made available with posted instructions.

9. Strategic and Capital Planning Committee

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

Chair: Jackie McSwiggan

Report: Planning ahead of the next grant proposal is in process. A consultant could be considered for the creation of a solid strategic plan.

New Business

Patty recommended the Library start offering Tutor.com, an on-line tutoring service. The service will be a tremendous help for students of all ages. Resolution R24 was discussed and passed to pay for the new service. There have been several very good webinars hosted by NJ State Libraries. United Libraries offers excellent short webinars available on their website. Patty did an excellent job hosting the BCCLS Library Trustees 101 and 201 presentations.

Mayor & Council Agenda Items

Matt O'Toole reported on behalf of Mayor Bernstein. Unfortunately there has been an uptick in COVID cases in Allendale and nationwide. Governor Murphy's most recent order has restricted gatherings resulting in the cancellation of the holiday walk and the lighting of the menorah in town. The 2021 budget is currently being drafted and proving to be a difficult process. Hampshire had its second meeting in front of the land use board regarding the 220 and 230 West Crescent properties.

Executive Session

A motion was made by Melissa Duncan and seconded by Sheila Granowitz to go into Executive Session at 9:00PM to discuss a personnel matter. All present voted in favor. Executive Session was closed at 9:09PM on a motion by Jackie McSwiggan and seconded by Melissa Duncan. All present voted in favor.

Unfinished Business

Nothing new to report.

Adjournment

The Board of Trustees' meeting closed at 9:11PM on a motion by Suzanne Warzala and seconded by Jackie McSwiggan. All present voted in favor.

Next Meeting:

Thursday, December 17, 2020 at 7:00PM

Submitted By:
Sandy Desmond
Secretary