

LEE MEMORIAL LIBRARY

Virtual Meeting of the BOARD OF TRUSTEES

Thursday, December 17, 2020

Call to order

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

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 7:06PM.

Approval of Minutes

The November 19, 2020 regular meeting minutes were reviewed. Patty Durso pointed out the correct amount for the October bill list was \$62,476.72 not \$18,159.84. The correction has been noted on the electronic version of the November minutes. The November minutes were approved as amended on a motion by Jackie McSwiggan and seconded by Sheila Granowitz. Jill Webb abstained, all others voted in favor.

Financial Reports

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

The Board reviewed the December Bill List for **\$56,183.92** out of the Operating Account and **\$0.00** out of the Capital Account.

Motion to approve the bill list by Jim Wright and seconded by Sandy Desmond.

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

Nothing new to report.

Director's Report

Youth Services' Circulation & Programming Report

Director's Summary

Executive Administrator'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.

Committee Reports

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

Liaison: Sheila Granowitz and Jackie McSwiggan

Current Financial Status: Bank Balance: \$32,946*

Proceeds from Book Sales for the month of November were: \$332

FOL Capital Campaign Fund:

Annual Fund Drive 2020 - Received YTD: \$20,560*

*All figures stated are rounded to the nearest dollar.

Bookshop Gift Certificates are now available for purchase.

2. Communications Committee

Members: Sandy Desmond, Sheila Granowitz and Jim Wright

Chair: Jim Wright

Report: Jim has the "elevator speech" ready for all to use and will continue to post Library happenings on FaceBook's 0740one page.

3. Facilities Committee

Members: Mayor Ari Bernstein, Jackie McSwiggan and Suzanne Warzala

Chair: Suzanne Warzala

Report: Patty has been in touch with an electrician to install a doorbell for porch pick-up. The window is very difficult to open and close. Additionally, more lighting will be needed. The DPW might be able to help with a short-term solution.

4. Finance Committee

Members: Sandy Desmond, Suzanne Warzala and Jill Webb

Chair: Jill Webb

Report: Committee will meet soon to prepare the operating budget for 2021. Budget to be presented at the January board meeting.

5. Fundraising Steering Committee

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

Co-Chairs: Suzanne Warzala

Report: Nothing new to report.

6. Human Resource Committee

Members: Melissa Duncan, Catherine Shaw and Jill Webb

Chair: Catherine Shaw

Report: The search continues for a Youth Services Librarian. Monica Fosdick is moving onto the nursing profession. We thank Monica for her excellent work over the years and wish her good luck. Resolution 2020 R25 was approved to hire Gabriel Minasian as Bookkeeper/Financial Analyst. In lieu of a staff holiday party, the board has approved distributing gift cards to each staff member (Resolution 2020 R26). The staff has gone above and beyond in these unprecedented times.

7. Nominating Committee

Members: Sandy Desmond, Sheila Granowitz and Jim Wright

Chair: Sheila Granowitz

Report: The formal slate of officers for 2021 was presented.

President: Catherine Shaw

Vice President: Jackie McSwiggan

Treasurer: Suzanne Warzala

Secretary: Jim Wright

8. Policies and Procedures Committee

Members: Melissa Duncan, Jackie McSwiggan and Catherine Shaw

Chair: Melissa Duncan

Report: A policy for protocol in the event of a positive COVID-19 test result of a staff member needs to be created.

9. Strategic and Capital Planning Committee

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

Chair: Jackie McSwiggan

Report: Jackie reported the committee is meeting soon to expand on Patty's excellent outline of a Strategic Plan previously created. The goal is to create a comprehensive three-to-five year plan to present to the board for approval in January or February.

Mayor & Council Agenda Items

Jackie McSwiggan reported on behalf of Mayor Bernstein. The Allendale Land Use Board has approved The Hampshire Venture Partners' plans for the 220/230 West Crescent properties.

New Business

The Board thanked Catherine Shaw for continuing her role as Board President for another term and Sheila Granowitz for staying on the Board for another term. Sandy Desmond has completed her five-year term as a Trustee. The Board thanked Sandy for her time and dedication serving the library and our community

On a personal note, I would like to thank the Mayor and my fellow Trustees for making my time on the Board a wonderful experience. The town of Allendale is very fortunate to have such a dedicated and intelligent Board of Trustees for the Library. I wish the Library much success.

Unfinished Business

Nothing new to report.

Adjournment

The Board of Trustees' meeting closed at 8:47PM on a motion by Sandy Desmond and seconded by Jackie McSwiggan. All present voted in favor.

Next Meeting:

Thursday, January 21, 2021 at 7:00PM – Reorganizational Meeting

Thursday, January 21, 2021 at 7:30PM – Regular Business Meeting

Submitted By:
Sandy Desmond
Secretary