

**LEE MEMORIAL LIBRARY**  
**Virtual Meeting of the**  
**BOARD OF TRUSTEES**  
**Thursday, August 20, 2020**

**Call to order**

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

**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 7:02PM.

**Mayor & Council Agenda Items**

Matt O’Toole reported on behalf of Mayor Bernstein. Proposal to the land use board is the next step for the 220 and 230 West Crescent properties. With the overwhelming positive response to Dine Out Allendale, the street closure of downtown will continue.

**Approval of Minutes**

The July 16, 2020 regular meeting minutes were reviewed. Minutes were approved on a motion by Jackie McSwiggan and seconded by Jill Webb. Catherine Shaw and Suzanne Warzala abstained; all others voted in favor. The July 31, 2020 special meeting minutes were reviewed. Minutes were approved on a motion by Jackie McSwiggan and seconded by Suzanne Warzala. All voted in favor.

**Financial Reports**

- Account Balances’ Report Ending July 31, 2020**
- Treasurer’s Report for July 2020 Operating Account**
- FINAL Bill List for July 2020**
- Bill List for August 2020**

The Board reviewed the August Bill List for **\$44,356.12** out of the Operating Account and **\$0.00** out of the Capital Account.

Motion to approve the bill list by Suzanne Warzala and seconded by Matt O’Toole.

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>Matt O’Toole, Mayor Rep.</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.

The LML received 1,000 requests on the first day inter-library loans resumed. Device-charging services were offered and well utilized for two days during the power outage in town due to Tropical Storm Isaias . The hot spots were also very useful.

## **Committee Reports**

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

Liaison: Sheila Granowitz and Jackie McSwiggan

Current Financial Status: Bank Balance: \$32,554\*

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

FOL Capital Campaign Fund:

Annual Fund Drive 2020 - Received YTD: \$14,400\*

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

Patty met with the FOL President to strategize the reopening of the bookstore. Cathy Squasoni has requested the LML fundraising letter be included in the school's first day packets.

### **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: A security camera is needed at the front entryway. The current security system does not need to be expanded to accommodate the new camera. Resolution R16 passed approving the purchase. Resolution R15 was approved for the purchase of an iPad and service contract with BCCLS for contactless checkout.

### **4. Finance Committee**

Members: Sandy Desmond, Suzanne Warzala and Jill Webb

Chair: Jill Webb

Report: The audit report should be delivered in approximately three weeks.

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

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

Co-Chairs: Melissa Duncan and Suzanne Warzala

Report: The PTO is handing the mum sale fundraiser over to the Friends of LML. All avenues of marketing and communication will be explored to reach a broad audience. Pick-up will be the end of September or October.

**6. Human Resource Committee**

Members: Melissa Duncan, Catherine Shaw and Jill Webb

Chair: Catherine Shaw

Report: Nothing new to report.

**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: Patty attended a recent town hall meeting to learn of the plans for reopening schools. The committee will discuss possible policy changes to address students coming to the library after half-day classes.

**9. Strategic and Capital Planning Committee**

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

Chair: Jackie McSwiggan

Report: A recent NJLTA seminar discussed the importance of strategic planning especially as the census data becomes available. We will heed the advice and take up the process again.

**Executive Session**

At 7:55PM a motion was made by Jill Webb and seconded by Suzanne Warzala to enter into Executive Session to discuss a personnel matter. All present voted in favor. At 8:06PM a motion was made by Jackie McSwiggan and seconded by Jill Webb to close Executive Session. All present voted in favor.

A motion was made by Jackie McSwiggan and seconded by Jill Webb to approve a personnel issue attendant to the exhibit attached herein.

**New Business**

Nothing new to report.

**Unfinished Business**

Nothing new to report.

**Adjournment**

The Board of Trustees' meeting closed at 8:07PM on a motion by Sandy Desmond and seconded by Jill Webb. All present voted in favor.

***Next Meeting:***

**Thursday, September 17, 2020 at 7:00PM**

Submitted By:  
Sandy Desmond  
Secretary