

# LEE MEMORIAL LIBRARY

## Virtual Meeting of the BOARD OF TRUSTEES

### Thursday, September 17, 2020

#### Call to order

Catherine Shaw called the virtual meeting to order. Present at the meeting were: Sandy Desmond, Sheila H. Granowitz, Mayor's Representative Matt O'Toole (joined later), Catherine Shaw, Suzanne Warzala, Jill Webb, Library Executive Administrator Patricia Durso and Library Director Susan McCaffery Wilkinson. Mayor Ari Bernstein, Melissa Duncan, Jackie McSwiggan 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 7:03PM.

#### Mayor & Council Agenda Items

Matt O'Toole reported on behalf of Mayor Bernstein. Streetscape project has begun downtown fully funded by DOT grants. Restaurants are now permitted to have indoor dining up to 25% of their capacity. The town is still looking for more ways to support our local businesses.

#### Approval of Minutes

The August 20, 2020 regular meeting minutes were reviewed. Minutes were approved on a motion by Suzanne Warzala and seconded by Jill Webb. Sheila Granowitz abstained; all others voted in favor.

#### Financial Reports

**Account Balances' Report Ending August 31, 2020**  
**Treasurer's Report for August 2020 Operating Account**  
**FINAL Bill List for August 2020**  
**Bill List for September 2020**

The Board reviewed the September Bill List for **\$44,329.41** 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 Sheila Granowitz.

The Roll Call vote yielded approval, as follows:

	Yes	No	Abstain	Not Present
<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**

Letter received from the Mohle family from the Fardale section of Mahwah thanking the staff for their kindness and friendliness, saying they missed the library immensely during the shut-down. A donation was included. Email received from a former Allendale resident currently living in Australia. A donation was made in memory of her sister, Doreen Perrotta Keller.

## **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.

Jim Wright gave a fantastic author talk for his book, *The Real James Bond*. The book is available for purchase at the library for \$25, with \$10 per book being donated to the Friends of the Library.

## **Committee Reports**

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

Liaison: Sheila Granowitz and Jackie McSwiggan

Current Financial Status: Bank Balance: \$32,523\*

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

FOL Capital Campaign Fund:

Annual Fund Drive 2020 - Received YTD: \$14,600\*

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

There is enormous demand from residents for the bookshop - both to purchase and donate books. No immediate plans to open the shop due to volunteer staffing issues and managing materials donated.

### **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: The audit report has not yet been received from the auditor at Lerch, Vinci & Higgins, raising some concerns by Patty and the Finance Committee. The audit process has been delayed - possibly due to HR issues within the audit company. The Finance Committee and Executive Administrator will continue to follow-up with the auditor for an exit interview and final report.

**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 mums sale is going well so far. Pick up is September 30 at the Red Barn. The FOL fundraising letter was sent in the virtual first day packets with no additional donations.

**6. Human Resource Committee**

Members: Melissa Duncan, Catherine Shaw and Jill Webb

Chair: Catherine Shaw

Report: The search for a Youth Services Librarian is underway.

**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: Pandemic policies on patron behavior was written, reviewed and passed (R17).

**9. Strategic and Capital Planning Committee**

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

Chair: Jackie McSwiggan

Report: Nothing new to report.

**New Business**

The BCCLS Trustee Development Committee is hosting two virtual seminars – Trustee 101 on October 1 and Trustee 201 on October 29. All Trustees are encouraged to participate.

**Unfinished Business**

Nothing new to report.

**Adjournment**

The Board of Trustees' meeting closed at 8:24PM on a motion by Sheila Granowitz and seconded by Sandy Desmond. All present voted in favor.

**Next Meeting:**

**Thursday, October 15, 2020 at 7:00PM**

Submitted By:  
Sandy Desmond  
Secretary