

LEE MEMORIAL LIBRARY
Regular Meeting of the
BOARD OF TRUSTEES
Thursday, March 18, 2021

Call to order

Catherine Shaw called the meeting to order at 7:02PM. Present at the meeting were: Melissa Duncan, Sheila H. Granowitz, Jackie McSwiggan, Catherine Shaw, Jill Webb, Jim Wright, Tom Zambrotta, Mayor Ari Bernstein, the mayor's representative Matt O'Toole, Library Director Susan McCaffery Wilkinson and Library Executive Administrator Patricia Durso. Absent: Suzanne Warzala.

Open Public Meeting

The meeting was properly noticed according to the Open Public Meeting Act and was announced by Catherine Shaw as open to the public at 7:02 PM. The new youth services librarian, Hillary DeVincenzo, was introduced.

Approval of Minutes

The February 5, 2021, special meeting minutes were reviewed. Minutes were approved on a motion by Sheila Granowitz and seconded by Tom Zambrotta. Melissa Duncan abstained. All others voted in favor.

The February 18, 2021, regular meeting minutes were reviewed. Minutes were approved as amended on a motion by Jackie McSwiggin and seconded by Tom Zambrotta. Melissa Duncan abstained. All others voted in favor.

Financial Reports

Account Balances Report Ending February 28, 2021
Treasurer's Report for February, 2021 Operating Account
FINAL Bill List for February 2021
Bill List for March 2021

The Board reviewed the March Bill List for \$ \$30,507.78 out of the Operating Account and \$1,967.00 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:

**Roll Call Vote
Board of Trustees**

	Yes	No	Abstain	Not Present
Jackie McSwiggan, Vice President	x			
Suzanne Warzala, Treasurer				x
Jim Wright, Secretary	x			
Melissa Duncan	x			
Sheila H. Granowitz	x			
Jill Webb	x			
Tom Zambrotta	x			
Ari Bernstein, Mayor	x			
Catherine Shaw, President	x			

Correspondence

Borough resident Fred Litt made repeated requests to access the library's patron registry. He was informed that by law the library is not allowed to permit such access.

Mayor & Council Agenda Items

Mayor Bernstein reported that Covid cases are rising in Bergen County but are stable or decreasing in Allendale. The Borough is actively helping seniors, age 65 or older, make vaccination appointments. The Budget & Finance Committee is getting closer to finalizing the Borough's operating budget. The Borough expects to close on the back building of 220/230 Crescent Avenue by June.

Director's Report

Statistics and Adult Program Report
Youth Services Programming Report
Circulation Trends
Traffic

Details are contained within the reports identified above, as prepared and furnished by Library Director Susan McCaffery Wilkinson and Administrator Patricia Durso.

Committee Reports

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

Liaison: Sheila Granowitz and Jackie McSwiggan
 Current Financial Status: \$45,319
 Book Sales: \$582
 Special Projects Account Balance: \$23,246

*All figures stated are rounded to the nearest dollar.

Cathy Squasoni is putting together the Special Projects Committee and plans to meet in early April. The Special Projects Committee is working on the Friends Fundraising letter to be mailed out by mid-April.

2. Communications Committee

Members: Sheila Granowitz and Tom Zambrotta

Chair: Jim Wright

Report: Use of 0740one Facebook page to promote library continues to be a success; will re-emphasize the library's free Wall Street Journal and New York Times subscriptions, as well as Tutor.com.

3. Facilities Committee

Members: Mayor Ari Bernstein, Jackie McSwiggan

Chair: Suzanne Warzala

Report: Discussed how to improve outdoor lighting. The temporary solution: removing the timers on the light fixtures and going back to turning the lights on and off manually.

4. Finance Committee

Members: Jill Webb and Tom Zambrotta

Chair: Suzanne Warzala

Report: The Committee continues to assess the best interest rate options for the Library's financial accounts.

5. Human Resource Committee

Members: Melissa Duncan, Jill Webb and Tom Zambrotta

Chair: Catherine Shaw

Report: Library Director Susan McCaffery Wilkinson reported that the new Circulation Associate started on March 1.

6. Nominating Committee

Members: Jim Wright

Chair: Sheila Granowitz

Report: Nothing to report.

7. Policies and Procedures Committee

Members: Jackie McSwiggan and Catherine Shaw

Chair: Melissa Duncan

Report: Discussed the need for a policy on old uncashed checks.

8. Strategic and Capital Planning Committee

Members: Melissa Duncan, Catherine Shaw and Jill Webb

Chair: Jackie McSwiggan

Report: The draft strategic plan, including three pages of recent library achievements, has been circulated to the Board for review and feedback. Round Two of NJ Construction Bond Act grant requests has been released, with a June due date. Jackie McSwiggan will continue to liaise with the Borough Grant writer.

Resolutions

2021 R12 Approval of Cancellation of 2017-2019 Undeposited Checks
2021 R13 Memorialize Intent to Transfer 2020 Surplus to Capital

New Business

None.

Unfinished Business

None.

Adjournment

The Board of Trustees' meeting closed at 9:06 PM on a motion by Sheila Granowitz and seconded by Jackie McSwiggan. All present voted in favor.

Next Meeting:

Thursday, April 15, 2021 at 7:00PM

Submitted By:
Jim Wright
Secretary