

LEE MEMORIAL LIBRARY
Regular Meeting of the
BOARD OF TRUSTEES
Thursday, January 21, 2021

Call to order

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

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 7:19 PM.

Mayor & Council Agenda Items

None.

Approval of Minutes

The December 17, 2020 regular meeting minutes were reviewed. Minutes were approved on a motion by Jill Webb and seconded by Sheila H. Granowitz. Tom Zambrotta abstained; all others voted in favor.

Financial Reports

Account Balances' Report Ending December 31, 2020
Treasurer's Report for December 2020 Operating Account
FINAL Bill List for December 2020
Bill List for January 2021

The Board reviewed the January Bill List for \$40,740 out of the Operating Account and \$0.00 out of the Capital Account.

Motion to approve the bill list by Jill Webb and seconded by Jim Wright.

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			
Mayor Ari Bernstein				x
Catherine Shaw, President	x			

Correspondence

Received donation of \$7,500 in honor of an Allendale resident, who wishes to remain anonymous at this time.

Director's Report

Statistics and Adult Program Report

Youth Services Programming Report

Circulation Trends

Traffic

Synopsis: Concerns arising with staffing the library due to COVID quarantine requirements.

Year end circulation decreased 27% in 2020, to be expected since the Library was closed for 3 months.

Circulation since re-opening, especially digital borrowing has significantly increased.

Constant Contact weekly newsletter has over 3,000 subscribers.

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 Liaisons to the Friends of the Library (FOL)

Liaisons: Sheila Granowitz and Jackie McSwiggan

Current Financial Status: Bank Balance: \$33,753

Proceeds from Book Sales for the month of December were \$700

Special Projects Account Bank Balance - Received YTD: \$22,147

*All figures stated are rounded to the nearest dollar.

The Friends will create a new "Special Projects Committee" to fund-raise specifically for the Library's Capital Campaign. The Committee will be chaired by Cathy Squasoni, Committee Treasurer will be Lisa Monard. Cathy will put together a Committee, including some Trustees, to develop a fundraising strategic plan for the Capital Campaign. The SP Committee will work closely with the Board's Strategic & Capital Planning Committee to exchange information and ideas.

2. Communications Committee

Members: Sheila Granowitz and Tom Zambrotta

Chair: Jim Wright

Report: Use of 0740one Facebook page to promote library a success.

3. Facilities Committee

Members: Mayor Ari Bernstein, Jackie McSwiggan

Chair: Suzanne Warzala

Report: Discussed cold-weather porch pick-up. Continue to follow up with DPW.

4. Finance Committee

Members: Jill Webb and Tom Zambrotta

Chair: Suzanne Warzala

Report: Committee developed the 2021 operational budget. With a slight decrease in the budget from last year and the rising costs of BCCLS membership and digital content, creating a balanced budget necessitated some difficult decisions.

5. Human Resource Committee

Members: Melissa Duncan, Jill Webb and Tom Zambrotta

Chair: Catherine Shaw

Report: Library Director Susan McCaffery Wilkinson said that hire of new Youth Services staffer imminent and could be put to a vote as early as the next week. New bookkeeper started, with a seamless transition from Monica Fosdick. We wish Monica all the best in her future endeavors as a Nurse - her work ethic and ethos continue to inspire those all around her. Monica was a pleasure to work with and will be missed greatly.

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: Policy & Procedures update: Discussed the Temporary Pandemic Policies put in place when the library re-opened in July. Some of these policies no longer apply in the current COVID environment and can be amended. Discussed library Personnel Policies and Procedures Manual and Employee Handbook adoption of Covid-related isolation or quarantine guidelines. Tabled.

8. Strategic and Capital Planning Committee

Members: Melissa Duncan, Catherine Shaw and Jill Webb

Chair: Jackie McSwiggan

Report: Strategic Plan update - Jackie McSwiggan reported progress on strategic plan. The draft strategic plan will be circulated to the Board for review and feedback soon. No update on the issuing of the NJ Construction Bond Act, Jackie will continue to liaise with the Borough Grant writer.

Resolutions

2021 R1 Approval of elected board members (Organizational Meeting).

2021 R2 Approval of Check Signatories (Organizational Meeting).

2021 R3 Approval of 2021 Library Operating Budget

2021 R4 Approval of Management Option to Close the Library in Cases of Inadequate Staffing

New Business

None.

Unfinished Business

None.

Adjournment

The Board of Trustees' meeting closed at 9:07 PM on a motion by Suzanne Warzala and seconded by Jackie McSwiggan. All present voted in favor.

Next Meeting:

Thursday, February 18, 2021 at 7:00PM

Submitted By:

Jim Wright
Secretary