

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

**Call to order**

Catherine Shaw called the meeting to order at 7:02PM. Present at the meeting were: Sheila H. Granowitz, Jackie McSwiggan, Catherine Shaw, Suzanne Warzala, Jill Webb, Jim Wright, Tom Zambrotta, the mayor's representative Matt O'Toole, 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 7:02 PM. Sarah Dunlavy, an Allendale resident, attended.

**Mayor & Council Agenda Items**

None.

**Approval of Minutes**

The January 21, 2021 regular meeting minutes were reviewed. Minutes were approved on a motion by Jackie McSwiggin and seconded by Tom Zambrotta. Matt O'Toole abstained. All others voted in favor.

The December 31, 2020, special meeting minutes were reviewed. Minutes were approved on a motion by Sheila Granowitz and seconded by Jackie McSwiggin. Jill Webb, Suzanne Warzala, Tom Zambrotta and Matt O'Toole abstained. All others voted in favor.

**Financial Reports**

**Treasurer's Report for January 2021 Operating Account**  
**FINAL Bill List for January 2021**  
**Bill List for February 2021**

Accountant Gabriel Minasian was introduced to the board. The Board reviewed the February Bill List for \$44,962.53 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 Tom Zambrotta.

The Roll Call vote yielded approval, as follows:

**Roll Call Vote**  
**Board of Trustees**

	Yes	No	Abstain	Not Present
<b>Jackie McSwiggan, Vice President</b>	x			
<b>Suzanne Warzala, Treasurer</b>	x			
<b>Jim Wright, Secretary</b>	x			

<b>Melissa Duncan</b>			X	
<b>Sheila H. Granowitz</b>	X			
<b>Jill Webb</b>	X			
<b>Tom Zambrotta</b>	X			
<b>Mayor representative Matt O'Toole</b>	X			
<b>Catherine Shaw, President</b>	X			

**Correspondence**

None.

**Director's Report**

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

Synopsis: Circulation was up significantly in January, including digital borrowing, which was up 60 percent. The new digital subscription to The Wall Street Journal is proving very popular with residents. The board discussed ways to improve usership for the new tutor.com services. Borough resident Sarah Dunlavy offered to promote the service via the elementary schools' Constant Contact in March.

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: Bank Balance: \$34,653  
 Proceeds from Book Sales for the month of January were \$800  
 Special Projects Account Bank Balance - Received: \$22,524  
 \*All figures stated are rounded to the nearest dollar.

The Friends is creating a "Special Projects Committee" to fund-raise specifically for the Library's Capital Campaign, chaired by Cathy Squasoni. The Friends are working with two Northern Highlands students to create a special sale to maximize proceeds from sought-after donated books.

**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.

**3. Facilities Committee**

Members: Mayor Ari Bernstein, Jackie McSwiggan  
 Chair: Suzanne Warzala

Report: Discussed need for improved outdoor lighting. Continue to follow up with DPW.

#### **4. Finance Committee**

Members: Jill Webb and Tom Zambrotta  
Chair: Suzanne Warzala

Report: New Accountant Gabe Minasian said he was looking into ways to improve interest rates on the library's CDs and savings accounts and taking on more responsibilities with the annual audit.

#### **5. Human Resource Committee**

Members: Melissa Duncan, Jill Webb and Tom Zambrotta  
Chair: Catherine Shaw

Report: Library Director Susan McCaffery Wilkinson said that the new Youth Services staffer starts the week of Feb.22.

#### **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 Library Director Susan McCaffery Wilkinson and Library Executive Administrator Patricia Durso to be able to adjust temporary pandemic policies to reflect the often- changing COVID landscape.

#### **8. Strategic and Capital Planning Committee**

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

Strategic Plan update - Report: 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 R6 Approval of purchase of firewall  
2021 R7 Approval of resignation of Monica Fosdick02-02 passed  
2021 R8 Approval of updated temporary policies  
2021 R9 Approval of resignation of Marica Lesznik  
2021 R10 Approval of hiring of Nancy Clauss as Circulation Associate  
2021 R11 Approval of Hiring of Charlie Leppert as Circulation & Social Media Associate

#### **New Business**

None.

#### **Unfinished Business**

None.

**Adjournment**

The Board of Trustees' meeting closed at 9:13 PM on a motion by Jackie McSwiggan and seconded by Sheila Granowitz. All present voted in favor.

***Next Meeting:***

**Thursday, March 18, 2021 at 7:00PM**

Submitted By:

Jim Wright

Secretary