

**LEE MEMORIAL LIBRARY**  
**Regular Meeting of the**  
**BOARD OF TRUSTEES**  
**Thursday, April 15, 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, Jill Webb, Suzanne Warzala, Tom Zambrotta, Library Director Susan McCaffery Wilkinson and Library Executive Administrator Patricia Durso.

Absent: Jim Wright, Melissa Duncan, 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.

**Approval of Minutes**

The March 18, 2021, regular meeting minutes were reviewed. Minutes were approved as amended on a motion by Jackie McSwiggin and seconded by Sheila Granowitz. All voted in favor with abstention by Suzanne Warzala.

The April 12, 2021, special meeting minutes were reviewed. Minutes were approved on a motion by Jill Webb and seconded Jackie McSwiggan. All voted in favor.

**Financial Reports**

**Account Balances**

**Treasurer's Report**

**FINAL Bill List for March 2021**

**Bill List for April 2021**

The Board reviewed the April Bill List for \$34,847.08 out of the Operating Account and \$0 out of the Capital Account.

Motion to approve the bill list by Sheila Granowitz and seconded by Jill Webb.

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 Ari Bernstein</b>				X
<b>Catherine Shaw, President</b>	X			

**Correspondence**

Received 2 letters from patrons.

1<sup>st</sup> letter from Esperanza Carrion thanked Lee Memorial Library for the services provided and included a \$100 donation to the Friends of the Library.

2<sup>nd</sup> letter from Ali Zambrotta was a thank you from the Girl Scout Troop for Lee Memorial Library’s help in supporting the food drive on 3/17 and 3/18.

**Mayor & Council Agenda Items**

No report.

**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.

Additional items discussed:

- New staff additions have already had a very positive impact.
- Circulation during March 2021 was similar level to March 2019 even with remaining pandemic impacts.
- Patricia Durso led a presentation at the Allendale Chamber of Commerce, covering LML’s successes over the past year and current programs. The vast majority of COC members responded very positively, with strong interest in the free Wall Street Journal and New York Times subscriptions.

Catherine Shaw noted that the director’s reports and metrics reflect the optimism of the LML board, leadership, and staff, about continued increasing public engagement with LML.

**Committee Reports**

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

Liaison: Sheila Granowitz and Jackie McSwiggan

Current Financial Status: Bank account: \$35,440

March Book Sales: \$760

Special Projects Account Balance: \$24,727

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

Report: Cathy Squasoni continues to assemble the Special Projects Committee. Patricia Durso led an overview of LML financing with the group last week.

The Special Project Committee plans to mail a Friends Fundraising letter next week. Funds raised through that effort will be applied to the Special Projects Committee Campaign.

**2. Communications Committee**

Members: Sheila Granowitz and Tom Zambrotta

Chair: Jim Wright

Report: Use of 0740one Facebook group continues to be an important vehicle for communicating to the broader community. Will post a “be on the lookout for” message on 0740one for the Friends letter. Discussion and open question about whether we could/should share comparative information about LML being open for business vs other libraries that have not reopened. Could we share some LML statistics?

### **3. Facilities Committee**

Members: Mayor Ari Bernstein, Jackie McSwiggan

Chair: Suzanne Warzala

Report: Lights continue to be turned off/on manually after removal of motion sensors. Still missing interior bulbs, Patricia Durso will investigate use of Borough Home Depot card to purchase bulbs directly.

### **4. Finance Committee**

Members: Jill Webb and Tom Zambrotta

Chair: Suzanne Warzala

Report: As discussed above

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

Members: Melissa Duncan, Jill Webb and Tom Zambrotta

Chair: Catherine Shaw

Report: Social Media/Programming position remains open, and search remains ongoing.

### **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: Nothing new to report

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

Members: Melissa Duncan, Catherine Shaw and Jill Webb

Chair: Jackie McSwiggan

Report: Meet with Borough finance committee and asked for several points of support: 1. Use of grant writer; 2. Use of building space in future; 3. Support of plan; 4. Possible provision of "bridging funds" before grant reimbursement is received. The Borough agreed to the points. Amy Wilczynski has been very helpful as the Borough's grant "expert". The Committee is very appreciative of the Borough's support.

Met with the architectural firm, reviewed challenge to align original plan, LML needs, and the grant application needs. Architect was very positive. Received new proposal letter including fee. The work is complex and detailed, and involves significant detail work. The Committee recommends LML Board approval for the architectural fee.

Meeting with grant writer tomorrow; the committee feels we have a compelling story to tell. We need to understand what the grant writer needs from us to craft the application. The grant writer has had some success during the 1<sup>st</sup> round of this grant process.

The Committee provided an updated Strategic Plan, and recommends LML Board approval. The committee may modify the appendix in the future based on new information. The committee will work with the grant writer to align the grant application with our Strategic Plan.

The grant writer has received documents that contain grant scorecards for other library's applications during the 1<sup>st</sup> phase (OPRA requests), and he will share these with us so we can better understand the process while crafting LML's round 2 application. The committee and the

grant writer are still in the brainstorming phase, so trustees are asked to please share any thoughts on this topic. Question arose whether we should consider including the need to upgrade the fire suppression/protection system in the grant application; to be determined.

This version of the Strategic Plan has been updated from the prior draft, with additional demographic information in the appendix, and clarifications in the achievements section that better delineate successes and remaining needs. Additionally, a facilities review was added, noting that the building was originally designed and built as a church, presenting significant challenges to retrofit as a library.

#### **Resolution 2021 R14**

Approval of Strategic Plan

The Board reviewed the updated Strategic Plan, and the resolution was read into the record by Tom Zambrotta (see attached resolution).

Motion to approve the resolution by Jackie McSwiggan and seconded by Jill Webb.

The resolution was approved on a roll call vote, with all present voting for approval.

#### **Resolution 2021 R15**

Approval to hire Arcari & Iovino Architects

The resolution was read into the record by Tom Zambrotta (see attached resolution).

Motion to approve the resolution by Sheila Granowitz and seconded by Jackie McSwiggan.

The resolution was approved on a roll call vote, with all present voting for approval.

#### **Resolution 2021 R16**

Approval to apply for the New Jersey Construction Bond Grant

The resolution was read into the record by Tom Zambrotta (see attached resolution).

Motion to approve the resolution by Jill Webb and seconded by Jackie McSwiggan.

The resolution was approved on a roll call vote, with all present voting for approval.

#### **New Business**

LML now has Lee Memorial Library T-shirts available. Board discussed selling these T-shirts through the Friends' Bookshop. Will need to discuss with the Friends' Group. Consensus was the shirts look great. The new magnets look great as well. There was interest in perhaps selling LML masks as well.

#### **Unfinished Business**

None.

#### **Adjournment**

The Board of Trustees' meeting closed at 8:14 PM on a motion by Suzanne Warzala and seconded by Jackie McSwiggan. All present voted in favor.

#### ***Next Regular Meeting:***

**Thursday, May 20, 2021 at 7:00PM**

Submitted By:  
Tom Zambrotta  
Trustee