

**LEE MEMORIAL LIBRARY
Regular Meeting of the
BOARD OF TRUSTEES
Thursday, May 20, 2021**

Call to order

Catherine Shaw called the meeting to order at 7:03 PM.

Present at the meeting were: Sheila H. Granowitz, Jackie McSwiggan, Catherine Shaw, Jill Webb, Jim Wright, Mayor's Representative Matt O'Toole, Library Director Susan McCaffery Wilkinson and Library Executive Administrator Patricia Durso.

Absent: Jackie McSwiggan, Melissa Duncan, Suzanne Warzala, Tom Zambrotta, 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 7:03 PM.

Approval of Minutes

The April 15, 2021, regular meeting minutes were reviewed. Minutes were approved as amended on a motion by Jill Webb and seconded by Sheila Granowitz. All voted in favor with abstention by Jim Wright.

The April 28, 2021, special meeting minutes were reviewed. Minutes were approved on a motion by Jill Webb and seconded by Jim Wright. All voted in favor with abstention by Matt O'Toole.

The May 5, 2021, special meeting minutes were reviewed. Minutes were approved on a motion by Sheila Granowitz and seconded by Jill Webb. All voted in favor.

Financial Reports

FINAL Bill List for April 2021

Bill List for May 2021

The Board reviewed the May Bill List for \$44,251.97 out of the Operating Account and \$1,875 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 representative Matt O'Toole	X			
Mayor Ari Bernstein				
Catherine Shaw, President	X			

Correspondence

During the Friends of the Library new fund-raising campaign, several donors wrote how much the library means to them.

Mayor & Council Agenda Items

Matt O'Toole said that the borough has closed on the 230 W. Crescent property and hopes to close on the 220 W. Crescent property soon. The Finance Committee has recommended a 2-3 % increase in the the Borough's budget, to be approved by Town Council. Covid-19 numbers are moving in the right direction. There will not be a Memorial Day parade but there will be annual ceremony in Memorial Park. Fourth of July events will be reinstated by the Holiday Observers this year. with safety protocols in place. Reopening Borough Hall and Borough Council meetings are under consideration.

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: Susan McCaffery Wilkinson updated the board on the BCCLS task force discussions on what services should be mandated and which should be opt-in. Library staff have been participating in the creation of a shared "Beyond the Basics" document so that day-to-day tasks may be performed more easily when a staffer is absent. The Summer Reading program activities are booked. Youth Services Librarian Hillary DiVincenzo received kudos for engendering a culture of volunteerism. The library now has 32 youth volunteers.

Patricia Durso said the library is looking into bringing back the Hudson Valley Shakespeare Company for a performance at Crestwood Lake's Red Barn later in the year. A staffer will serve as an intern as the adult program coordinator in this summer.

Committee Reports

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

Liaison: Sheila Granowitz and Jackie McSwiggan

Current Financial Status: \$35,538

Book Sales: \$706 (\$600 plus \$106 from Amir's sales.)

SP Account Balance: \$40,946

*All figures stated are rounded to the nearest dollar.

Report: Friends of the Library also donated \$750 towards the USR/Allendale NH scholarship.

The winner of the scholarship will be announced soon. The letter fund-raising campaign is going well, including many new donors that did not donate last year.

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 as part of a “multiple channels” approach.

3. Facilities Committee

Members: Mayor Ari Bernstein, Jackie McSwiggan

Chair: Suzanne Warzala

Report: How best to replace 71 lightbulbs was discussed.

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 position remains open. The library appealed the awarding of \$8,700 in State unemployment benefit to an employee who resigned their job voluntarily; the library won the appeal.

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: The Borough Council passed a resolution authorizing the library to occupy Borough Hall when it vacates. The committee is working with the grant writer on the Construction Bond Act grant, due June 4. Staffers provided their input on the new floor plan.

New Business

Starting next week, there will be no more occupancy restrictions in the library. Porch pickup will continue. A six-foot distance between chairs will be maintained, and children under 12 must be accompanied by a parent. In June, on-site programming will resume outdoors.

Unfinished Business

None

Adjournment

The Board of Trustees’ meeting closed at 8:40 PM on a motion by Sheila Granowitz and seconded by Jim Wright. All present voted in favor.

Next Regular Meeting:

Thursday, June 17, 2021 at 7:00PM

Submitted By:
Jim Wright
(Secretary)