

LEE MEMORIAL LIBRARY
Regular Meeting of the
BOARD OF TRUSTEES
Thursday, June 17, 2021

Call to order

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

Present at the meeting were: Sheila H. Granowitz, Catherine Shaw, Jill Webb, Suzanne Warzala, Melissa Duncan, Mayor’s Representative Matt O’Toole, and Library Executive Administrator Patricia Durso.

Absent: Jackie McSwiggan, Jim Wright 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 7:03 PM.

Approval of Minutes

Approval of the May 20, 2021 regular meeting minutes were tabled until the next regular meeting.

The June 2, 2021, special meeting minutes were reviewed. Minutes were approved on a motion by Melissa Duncan and seconded by Tom Zambrotta. Matt O’Toole, Jill Webb and Suzanne Warzala abstained.

Financial Reports

FINAL Bill List for May 2021

Bill List for June 2021

The Board reviewed the May Bill List for \$ 47,490 out of the Operating Account and \$0 out of the Capital Account.

Motion to approve the bill list by Jill Webb and seconded by Melissa Duncan.

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's Representative Matt O'Toole	x			
Catherine Shaw, President	x			

Correspondence

No new correspondence

Mayor & Council Agenda Items

Purchase of 220 West Crescent property likely closing July/August 2021.

An important virtual presentation on the Borough's water status was held by Liz Homan.

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, Youth Service Librarian Hillary DeVincenzo and Executive Administrator Patricia Durso.

Committee Reports

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

Liaison: Sheila Granowitz and Jackie McSwiggan

Current Financial Status: \$35,778

Book Sales: \$737

SP Account Balance: \$44,756

*All figures stated are rounded to the nearest dollar.

Report: Special Projects Committee met this week to brainstorm fundraising ideas for the capital campaign. Donations still coming in from the letter campaign, with 207 donors so far, 54% of these donors did not give last year, though they may have in previous years.

The USR/Allendale Friends scholarship winner is Molly Cunningham, an Allendale student at NHRHS.

2. Communications Committee

Members: Sheila Granowitz and Tom Zambrotta

Chair: Jim Wright

Report: Library spring edition of the newsletter will be mailed to each resident soon. Summer reading program was included in the Borough newsletter. "Information campaign" needed to educate and inform the community regarding library vision. Will need to coordinate the information campaign with the Friends Special Projects fundraising campaign.

3. Facilities Committee

Members: Mayor Ari Bernstein, Jackie McSwiggan

Chair: Suzanne Warzala

Report: A Boy Scout has been identified to replace the 70 light bulbs currently not working.

4. Finance Committee

Members: Jill Webb and Tom Zambrotta

Chair: Suzanne Warzala

Report: The draft audit has been presented to the committee for review and will be sent to all Trustees for review soon. No exit interview with the auditor will be necessary. Committee has initiated setting up a new bank account at Provident Bank.

5. Human Resource Committee

Members: Melissa Duncan, Jill Webb and Tom Zambrotta

Chair: Catherine Shaw

Report: Nothing new to report

6. Nominating Committee

Members: Jim Wright

Chair: Sheila Granowitz

Report: Nothing new 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 Construction Bond Act grant proposal was submitted on June 3, 2021. The State Library has not announced when grant awards will be announced.

New Business

NJ State Library announced plans for a \$3.9 million grant to specifically help libraries with large underserved populations, including \$1.8 million for open, competitive grants. More information expected from the State.

Introduction of resolution to allow approval of bills list during a board recess or lack of quorum, to be reviewed.

Unfinished Business

Finance Committee to propose a policy on aged uncashed checks.

Adjournment

The Board of Trustees' meeting closed at 8:58 PM on a motion by Melissa Duncan and seconded by Suzanne Warzala. All present voted in favor.

Next Regular Meeting:

Thursday, July 15, 2021 at 7:00 PM

Submitted By:

Tom Zambrotta (for Jim Wright, secretary)