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

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<th>Yes</th>
<th>No</th>
<th>Abstain</th>
<th>Not Present</th>
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<tr>
<td>Jackie McSwiggan, Vice President</td>
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<td>Suzanne Warzala, Treasurer</td>
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<td>Jim Wright, Secretary</td>
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<tr>
<td>Melissa Duncan</td>
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<tr>
<td>Sheila H. Granowitz</td>
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<td>Jill Webb</td>
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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)