

LEE MEMORIAL LIBRARY
Regular Meeting of the
BOARD OF TRUSTEES
Thursday, July 15, 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, Jackie McSwiggan, Jim Wright, Tom Zambrotta, Melissa Duncan, Library Director Susan McCaffery Wilkinson and Library Executive Administrator Patricia Durso.

Absent: Suzanne Warzala, 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

The May 20, 2021, regular meeting minutes were reviewed. Minutes were approved as amended on a motion by Tom Zambrotta and seconded by Jill Webb. All voted in favor with abstention by Jackie McSwiggan, Melissa Duncan, and Tom Zambrotta.

The June 17, 2021, regular meeting minutes were reviewed. Minutes were approved as amended on a motion by Sheila Granowitz and seconded by Jill Webb. All voted in favor with abstention by Jackie McSwiggan and Jim Wright.

Financial Reports

FINAL Bill List for June 2021

Bill List for July 2021

The Board reviewed the June Bill List for \$47,084 out of the Operating Account and \$0 out of the Capital Account.

Motion to approve the bill list by Melissa Duncan 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 Ari Bernstein				X
Catherine Shaw, President	X			

Correspondence

No new correspondence

Mayor & Council Agenda Items

None.

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.

The board discussed ways to reduce the number of people who registered for Youth Services programming with waiting lists yet did not attend. The possibility of fines for non-attendees was discussed.

Committee Reports

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

Liaison: Sheila Granowitz and Jackie McSwiggan
 Current Financial Status: \$36,434
 Book Sales: \$633
 SP Account Balance: \$47,139

*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, who wrote an excellent essay about the library. The board salutes Molly for her wonderful essay.

2. Communications Committee

Members: Sheila Granowitz and Tom Zambrotta
 Chair: Jim Wright

Report: The weekly 0740one Facebook posts continue to complement the weekly library Constant Contact newsletters and quarterly newsletter. Upcoming posts will feature Northern Highlands student Molly Cunningham's scholarship-winning essay about the library, and Administrator Patricia Durso's letter to residents, a request for a volunteer to help with the September mum sale. The committee plans to meet and develop a communications strategic plan.

3. Facilities Committee

Members: Mayor Ari Bernstein, Jackie McSwiggan
Chair: Suzanne Warzala
Report: Replacement of non-working lightbulbs continues to be a problem. The job was deemed inappropriate for an Eagle Scout project.

4. Finance Committee

Members: Jill Webb and Tom Zambrotta
Chair: Suzanne Warzala
Report: The Audit report was circulated among the Trustees, citing a clean audit report.

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: Nothing new to report.

New Business

Suzanne Warzala will be leaving the Library Board in September. Catherine Shaw thanked Suzanne for her time and effort that she volunteered as a Trustee.

Resolutions passed during this meeting:

2021 R19-FINAL	7/15/2021	Adoption of Audit of Financial Statements for Year Ended 2020
2021 R20-FINAL	7/15/2021	Accept Resignation of Shannon Lynch
2021 R21-FINAL	7/15/2021	Approve Hourly Wage Increase
2021 R22-FINAL	7/15/2021	Transfer Operating to Capital
2021 R23-FINAL	7/15/2021	Payments of Bills During Board Recess

Unfinished Business

Finance Committee devising a policy on aged uncashed checks.

Adjournment

The Board of Trustees' meeting closed at 8:59 PM on a motion by Jackie McSwiggan and seconded by Melissa Duncan. All present voted in favor.

Next Regular Meeting:

Thursday, August 19, 2021 at 7:00 PM

Submitted By:

Jim Wright, secretary