

# LEE MEMORIAL LIBRARY

REGULAR MEETING OF THE

## BOARD OF TRUSTEES

Thursday, October 21, 2021 at 7:00PM

### AGENDA

#### Call to order

Catherine Shaw called the meeting to order at 7:02 PM.

Present at the meeting were: Catherine Shaw, Sheila H. Granowitz.

Jill Webb, Jackie McSwiggan, Jim Wright, Melissa Duncan, Sarah Dunlavy, Mayor's Representative Matt O'Toole, and Library Executive Administrator Patricia Durso.

Absent: Ari Bernstein, Mayor, Tom Zambrotta, Library Director Susan McCaffery Wilkinson.

#### 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

Approval of the September 16, 2021, regular meeting minutes were tabled.

#### Financial Reports

**FINAL Bill List for September 2021**

**Bill List for October 2021**

The Board reviewed the September Bill List for \$61,937 out of the Operating Account and \$0 out of the Capital Account.

Motion to approve the bill list by Jim Wright and seconded by Jackie McSwiggan.

The Roll Call vote yielded approval, as follows:

#### Roll Call Vote Board of Trustees

	Yes	No	Abstain	Not Present
Jackie McSwiggan, Vice President	x			
Jill Webb	x			
Jim Wright, Secretary	x			
Melissa Duncan				x Arrived after vote
Sheila H. Granowitz	x			
Sarah Dunlavy	x			

<b>Tom Zambrotta</b>				x
<b>Matt O'Toole</b>	x			
<b>Catherine Shaw, President</b>	x			

**Correspondence:** None

**Mayor & Council Agenda Items** Matt O'Toole discussed the progress on 220 W. Crescent Ave. property, FEMA reimbursements and Allendale Police Department updates. The Borough's Capital Budget was finalized.

Melissa Duncan asked that the library be included in all future Borough Council discussions of capital spending priorities, as other departments of borough government are.

### **Management Summary**

#### **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: \$35,694

Book Sales: \$ 750

SP Capital Account Balance: \$57,280

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

Report: The mum sale generated \$3,080. The SP Committee is meeting on November 10th to discuss next fundraising ideas/events.

#### **2. Communications Committee**

Members: Sheila Granowitz and Jim Wright

Chair Tom Zambrotta

Report: The Committee meets weekly to discuss communications strategies and plans

#### **3. Facilities Committee**

Members: Mayor Ari Bernstein, Jackie McSwiggan

Chair: Jackie McSwiggan

Report: DPW continuing to replace the lights as the bulbs come in for delivery. Outdoor lighting needs discussed.

#### **4. Finance Committee**

Members: Jill Webb, Sarah Dunlavy and Tom Zambrotta

Chair: Jill Webb

Report: Jill to call a Committee meeting to discuss several items

**5. Human Resource Committee**

Members: Melissa Duncan, Jill Webb and Tom Zambrotta

Chair: Catherine Shaw

Report: New Community Programming & Outreach Librarian hire accepted offer and begins Nov. 1

**Nominating Committee**

Members: Jim Wright

Chair: Sheila Granowitz

Report: Nothing new to report

**Policies and Procedures Committee**

Members: Jackie McSwiggan and Catherine Shaw

Chair: Melissa Duncan

Report: Nothing new to report

**Strategic and Capital Planning Committee**

Members: Melissa Duncan, Catherine Shaw and Jill Webb

Chair: Jackie McSwiggan

Report: Nothing new to report.

**New Business:** None

**Unfinished Business:** None

**Resolutions passed during this meeting:**

2021 R30-FINAL	10/21/21	Approve the 2022 schedule of board meetings
2021 R31-FINAL	10/21/21	Approve the 2022 holiday schedule

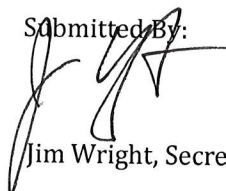
**Adjournment**

Motion to adjourn at 8:04 by Jill Webb was seconded by Sheila Granowitz

**Next Meeting:**

Thursday, November 18, 2021 at 7:00PM

Submitted By:

  
Jim Wright, Secretary