

**LEE MEMORIAL LIBRARY
BOARD OF TRUSTEES
ANNUAL ORGANIZATIONAL MEETING
Thursday, January 21, 2021**

I. Call to order: Susan McCaffery Wilkinson, Library Director

Susan McCaffery Wilkinson called the LML Board of Trustees Annual Organizational Meeting to order at 7:04 PM.

Present at the meeting were: Sheila H. Granowitz, Jackie McSwiggan, Catherine Shaw, Suzanne Warzala, Jill Webb, Jim Wright, Library Director Susan McCaffery Wilkinson, and Library Executive Administrator Patricia Durso. Attending from the public was Tom Zambrotta. Absent: Melissa Duncan and Mayor Ari Bernstein.

II. Open Public Meeting

The meeting was properly noticed according to the Open Public Meeting Act and was announced by Ms. Wilkinson as open to the public at 7:05 PM.

III. Oath of Office

Library Board President Catherine Shaw administered the Lee Memorial Library Trustee's oath of office, as follows, to Tom Zambrotta.

**OATH OF OFFICE
STATE OF NEW JERSEY
COUNTY OF BERGEN**

I, Tom Zambrotta, do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of New Jersey, that I will bear true faith and allegiance to the same and to the Governments established in the United States and in this State, under the Authority of the People, and that I will faithfully, impartially and justly perform all the duties of the office of the Trustee of the Lee Memorial Library to the best of my ability, so help me God.

Signed by: Tom Zambrotta

Sworn and subscribed before me this 21st day of January 2021.

IV. Minutes of the January 2020 Organizational Meeting

The minutes of the January 2020 Organizational Meeting were approved on a motion by Sheila H. Granowitz and seconded by Suzanne Warzala. Tom Zambrotta abstained. All others voted in favor.

V. Election of Officers 2021

Nominating Committee Chair, Sheila Granowitz, presented to the board candidates for election to the offices of President, Vice President, Treasurer and Secretary for 2021.

LEE MEMORIAL LIBRARY RESOLUTION

Be it hereby resolved by the Trustees of the Lee Memorial Library on January 21, 2021 that the following Trustees be elected to office:

President: Catherine Shaw
Vice President: Jackie McSwiggan
Treasurer: Suzanne Warzala
Secretary: Jim Wright

Motion to accept the Resolution: Jill Webb

Second the Motion: Sheila H. Granowitz

**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			

Date: 1/21/2021

Signed: Jim Wright

Office: Secretary

VI. Resolution to Authorize Check Signatories

The board voted to authorize check signatories for bank accounts related to Lee Memorial Library business.

LEE MEMORIAL LIBRARY RESOLUTION

Be it hereby resolved by the Trustees of the Lee Memorial Library on January 21, 2021 that the following Trustees are authorized to sign checks for Lee Memorial Library. All checks require two of the three signatures.

- 1. Suzanne Warzala**
- 2. Catherine Shaw**
- 3. Jill Webb**

Motion to accept the Resolution: Sheila H. Granowitz
Second the Motion: Jackie McSwiggan

**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			

Date: 1/21/2021
Signed: Jim Wright
Office: Secretary

VII. Bank Accounts

Jim Wright moved to approve, and Suzanne Warzala seconded, the use of the previously established bank accounts.

All present voted in favor.

VIII. Appointments

Jackie McSwiggan moved to approve the following appointments, with Jill Webb seconding the motion:

- Attorney: Michael A. Cerone, Jr.
- Architectural Firm: Arcari & Iovino
- Newspaper of Record: *The Town Journal*

All present voted in favor.

IX. Petty Cash Account

Suzanne Warzala moved to approve the petty cash account in the amount of \$100. Jackie McSwiggan seconded the motion.

All present voted in favor.

X. Certification of Agreement with BCCLS

Ms. Wilkinson presented the Certification of Agreement with BCCLS for the year 2021. The Library Director and Board of Trustees' President signed and dated the document, attesting compliance with BCCLS' policies.

XI. Adjournment

The Annual Organizational Meeting closed at 7:18 PM on a motion by Sheila H. Granowitz and seconded by Jim Wright.

All present voted in favor.

Next Organizational Meeting: January 2022

Submitted by:
Jim Wright
Secretary