

# LEE MEMORIAL LIBRARY

REGULAR MEETING OF THE

## BOARD OF TRUSTEES

Thursday, November 18, 2021, at 7:00PM

### AGENDA

#### **Call to order**

Jackie McSwiggan called the meeting to order at 7:00 PM.

Present at the meeting were: Sheila H. Granowitz, Jill Webb, Jackie McSwiggan, Jim Wright, Melissa Duncan, Sarah Dunlavy, Tom Zambrotta, Library Director Susan McCaffery Wilkinson. and Library Executive Administrator Patricia Durso. Present for the portion of the meeting covering the Mayor & Council agenda items were Councilwoman Amy Wilczynski and Councilman Matt O'Toole.

Absent: Ari Bernstein and Catherine Shaw.

#### **Open Public Meeting**

The meeting was properly noticed according to the Open Public Meeting Act and was announced by Jackie McSwiggan as open to the public at 7:00 PM.

#### **Mayor & Council Agenda Items**

Update on the 220/230 West Crescent Avenue Project - Presented by Borough Councilwoman Amy Wilczynski: The 230 property has been sold and is operating small warehouses with no large truck traffic. The 220 property transaction is still in the process of closing. Rising costs due to COVID and supply chain issues are bringing up significant cost concerns and are delaying the project. The Borough is exploring all possible options. The library has decided to continue fund raising efforts in anticipation of needed capital renovations regardless of the timing of the 220/230 transaction. Phase 1 of the Crestwood Park playground upgrade is completed and phase 2 of the renovation will begin immediately, targeting a Spring 2022 opening. Required repairs to Crestwood Lake as a result of Hurricane Ida will be made with funds from FEMA.

Councilman Matt O'Toole updated the board on the sale of Allendale's water infrastructure, noting overwhelming support from the voters for the sale of the water system to Suez. He noted the Veterans Day celebration was well attended. The Menorah lighting will be November 29<sup>th</sup>, the Holiday Walk will be Dec. 3<sup>rd</sup>. He noted that the construction contract for part 2 of the Downtown Streetscape project will be awarded in November. Jim Strauch will be stepping down at the end of the year after 18 years of service on the Council.

#### **Approval of Minutes**

A Motion was made by Melissa Duncan and seconded by Jim Wright to approve the Minutes of the September 16, 2021 Regular Meeting. All voted in favor except for Sheila Granowitz, who abstained.

A Motion was made by Shelia Granowitz and seconded by Tom Zambrotta to approve the

Minutes of the October 6, 2021 Special Meeting. All voted in favor .

A Motion was made by Sarah Dunlavy and seconded by Melissa Duncan to approve the Minutes of the October 6, 2021 Communications Special Meeting. All voted in favor except for Jackie McSwiggan, who abstained.

A Motion was made by Sarah Dunlavy and seconded by Jill Webb to approve the Minutes of the October 21, 2021, regular meeting. All voted in favor with the exception of Tom Zambrotta, who abstained.

### **Financial Reports**

#### **FINAL Bill List for October 2021**

#### **Bill List for November 2021**

The Board reviewed the November Bill List for \$70,056.49 out of the Operating Account, \$8,032.50 out of restricted funds, and \$0 out of the Capital Account.

A motion to approve the bill list was made by Jim Wright and seconded by Tom Zambrotta. The Roll Call vote yielded approval, as follows:

#### **Roll Call Vote Board of Trustees**

	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Not Present</b>
<b>Jackie McSwiggan, Vice President</b>	x			
<b>Jill Webb</b>	x			
<b>Jim Wright, Secretary</b>	x			
<b>Melissa Duncan</b>	x			
<b>Sheila H. Granowitz</b>	x			
<b>Sarah Dunlavy</b>	x			
<b>Tom Zambrotta</b>	x			
<b>Ari Bernstein</b>				x
<b>Catherine Shaw, President</b>	x			x

**Correspondence:** None

**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. It is anticipated that now that children can be vaccinated, the library's requirement that everyone wear Covid masks will end in two months.

**Committee Reports**

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

Liaison: Sheila Granowitz and Jackie McSwiggan

Current Financial Status:

Bank Balance \$29,957

Book Sales: \$ 653

SP Capital Account Balance: \$57,705.00

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

Report: The Holiday lunch will be held on Dec 10<sup>th</sup>.

**2. Communications Committee**

Members: Sheila Granowitz and Jim Wright

Chair Tom Zambrotta

Report: The Committee continues to meet most Wednesdays to discuss communications strategies and plans. The committee is exploring all channels of communication to enhance engagement with the community. They are developing first stage of content that will be distributed, outlining the value of the library to the community. An action calendar is being developed to plan and track activities and coordinate with the Friends fund raising efforts.

**3. Facilities Committee**

Members: Mayor Ari Bernstein, Jackie McSwiggan

Chair: Jackie McSwiggan

Report: Patty reported that most of the lightbulbs have been replaced by DPW and an electrician. There are still a few more in the chandeliers that need to be done. Thank you to Ron Kistner and the DPW for their assistance with ongoing issues in the building.

**4. Finance Committee**

Members: Jill Webb, Sarah Dunlavy and Tom Zambrotta

Chair: Jill Webb

Report: The committee met on 11/9. A resolution was proposed by Tom Zambrotta, seconded by Jackie McSwiggan and approved by the trustees for an account to be opened with Provident Bank which should pay a higher interest rate on our capital funds. Another resolution was proposed by Melissa Duncan, seconded by Jim Wright and approved by the trustees to consider all uncashed checks issued by the library that have been outstanding for over 12 months invalid and void. The formation of a committee was proposed to review the Mary K. Lee Trust

**5. Human Resource Committee**

Members: Melissa Duncan, Jill Webb and Tom Zambrotta

Chair: Catherine Shaw

Report: Nothing to report

**6. Nominating Committee**

Members: Jim Wright

Chair: Sheila Granowitz

Report: Sheila Granowitz announced the proposed slate of officers for 2022: Catherine Shaw, board president; Jackie McSwiggan, vice president; Jill Webb, treasurer; and Sarah Dunlavy, secretary.

**7. Policies and Procedures Committee**

Members: Jackie McSwiggan and Catherine Shaw

Chair: Melissa Duncan

Report: The committee will meet to discuss patrons with special issues and how the library staff can be prepared to handle unusual episodes with patrons. The mask wearing requirement will be reviewed in light of children being eligible for vaccination.

**8. 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 R32-FINAL	11/18/21	Establish a bank account at Provident Bank for capital expenditures
2021 R33-FINAL	11/18/21	Consider all checks uncashed for a period of greater than 12 months invalid and void

**Adjournment**

A motion to adjourn at 8:28pm was made by Melissa Duncan and was seconded by Jill Webb.

**Next Meeting:**

Thursday, December 16, 2021, at 7:00PM

Submitted By:

Jim Wright, Secretary