

LEE MEMORIAL LIBRARY
Regular Meeting of the
BOARD OF TRUSTEES
Thursday, December 16, 2021

Call to order

Catherine Shaw called the meeting to order at 7:06 PM.

Present at the meeting were: Melissa Duncan, Sheila Granowitz, Jackie McSwiggan, Catherine Shaw, Jill Webb, Library Director Susan McCaffery Wilkinson and Library Executive Administrator Patricia Durso.

Absent: Mayor Ari Bernstein, Sarah Dunlavy, Jim Wright, and Tom Zambrotta.

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 7:06 PM.

Approval of Minutes

The minutes of the November 18, 2021 regular meeting were reviewed and approved on a motion by Jackie McSwiggan and seconded by Sheila Granowitz. All voted in favor with the exception of Catherine Shaw, who abstained.

Financial Reports

FINAL Bill List for November, 2021

Bill List for December 2021

The Board reviewed the December Bill List for \$40,229.52 out of the Operating Account and \$0 out of the Capital Account.

A motion to approve the bill list was made by Jackie McSwiggan and seconded by Melissa Duncan.

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			
Sheila H. Granowitz	X			
Sarah Dunlavy				X
Tom Zambrotta	X			
Mayor Ari Bernstein				X
Catherine Shaw, President	X			

Correspondence

Numerous positive letters regarding the performance of the youth librarian have been received, including a recent rave from Allendale resident Cathy Diaz, who frequently brings her young charge to library programs. Gale Grosman wrote to thank all the staff for their friendliness and helpfulness.

Mayor & Council Agenda Items

Ms. Shaw reported that the Borough, in partnership with the Allendale Circle of Support (ACOS) has created Senior Goody Bags for Allendale residents age 65+. The bags will be distributed this week to senior residents by community volunteers. Ms. Granowitz is a past recipient and commented that the bags are a thoughtful and welcome gift to respected elders.

Director's Report

Youth Services Programming Report

Adult Program Report

Value to the Community Statistical Report (inclusive of circulation & traffic)

Details are contained within the reports identified above, as prepared by Ms. McCaffery Wilkinson, Youth Service Librarian Hillary DeVincenzo, Community Programming & Outreach Librarian Nancy Clauss, and Ms. Durso, Executive Administrator.

- LML has partnered with Literacy Volunteers of Pascack Valley (LVPV) to provide English services for Speakers of Other Languages. (ESOL). Ms. McCaffery Wilkinson put out a call to the public for volunteers to train with LVPV as language tutors. To date, five people have registered. It is expected that matches will be made among individuals seeking conversation services and trainers in the beginning of 2022. Tutors are still actively being recruited. At present and on an ongoing basis, Allendale patrons have access to twice weekly virtual language classes delivered by LVPV. Ms. Shaw is aware of community members who are seeking such services and will inform them of the offering.
- Ms. McCaffery Wilkinson will be bringing book processing, heretofore handled on a fee basis by distributor Baker & Taylor, in house. The release of popular titles is often delayed while the B&T team covers and labels them. While LML will still need to purchase spine labels and library covers, it is anticipated that the library will receive orders in a more timely fashion, positively impacting circulation.

Youth Services:

- An array of new children's programs has been presented, some conceived and delivered by in-house personnel and others provided by professionals, such as the Splash Lab STEM events and SewIt! sessions. Attendance has soared and reviews are extremely positive. The teen programming guide has successfully implemented Harry Potter Club and Anime Club, which are exceptionally popular.

Adult Programming:

- A new slate of programs has attracted attention from longtime participants and new residents, with a robust response to virtual presentations and craft offerings. First quarter 2022 programs are being finalized and booked. High demand and sold-out events have necessitated a new registration process which is intended to provide equitable access.

Borrowing Beyond Books:

- A new system will be configured to allow for feature-rich reservations for new collections. In addition to the traditional materials offered by the library, such as books and media, in-demand items such as youth STEM kits, Chrome Books, and digital scanners will be offered beginning in late January. While the concept of “The Library of Things” has been around for at least a decade, and the “things” some libraries lend range from power tools to musical instruments, LML will begin with a small variety of items that are easy to store onsite and transport offsite, generally used infrequently in any one household, are otherwise costly, and that can be readily shared or re-used. Our current hotspot and Kindle offerings are good examples of such items. A locked glass display case will be prominently situated in the main room of the library to introduce the new collection.

Committee Reports

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

Liaisons: Sheila Granowitz and Jackie McSwiggan

Current Financial Status:

Bank Balance: \$29,619

Book Sales for November, 2021: \$591

Special Projects Account Balance: \$62,520

*All figures stated are rounded to the nearest dollar.

Report:

- Special Projects Committee chairwoman Cathy Squasoni is mining the donor database and making personal contact with those who have supported the Friends in various ways in the past to elicit financial contributions to the current campaign.
- The Giving Tuesday initiative produced approximately \$2700 in donations, \$1000 of which will be matched by an anonymous donor (total \$3700).
- The Friends held their annual luncheon on 12/10 at Fino Restaurant. It was a lovely afternoon filled with good food, conversation and camaraderie. All trustees are encouraged to attend in the future, for their own pleasure and as a show of support for the Friends' work.

2. Communications Committee

Members: Sheila Granowitz, Sarah Dunlavy, and Jim Wright

Chair Tom Zambrotta

Report:

The Committee had a productive and impactful meeting with Jen Brady, Allendale resident and Executive Director of Oasis, A Haven for Women and Children in Paterson. Ms. Brady is a persuasive spokesman on how to approach a fundraising project. She identified the first step as conducting a feasibility study, which entails interviewing 12 – 18 diverse and targeted residents on their perspectives regarding the community's needs and their support of the library in addressing those needs. The Committee will meet again beginning in early January.

3. Facilities Committee

Members: Mayor Ari Bernstein, Jackie McSwiggan

Chair: Jackie McSwiggan

Report:

A blockage hundreds of feet from the building in a sewer line caused a major issue, necessitating the shutdown of the bathrooms and requiring contractors and DPW personnel to be onsite for 10 hours to remediate. DPW also determined that a toilet in one stall in the 1st floor Ladies' bathroom remains broken and it is out of service. Borough Operations is aware of the need for a plumber to return and fix the toilet. Library administrator will follow up.

4. Finance Committee

Members: Sarah Dunlavy, Jill Webb and Tom Zambrotta

Chair: Jill Webb

Report:

The library bookkeeper noted that two interest-bearing accounts at TD did not post interest last month. Ms. Webb intervened with the TD store manager and the issue is believed to be resolved, which the bookkeeper will confirm.

A motion to approve the transfer of \$25,000 from the Operating account to the Capital Improvements account was made by Jill Webb and seconded by Melissa Duncan.

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			
Sheila H. Granowitz	X			
Sarah Dunlavy				X
Tom Zambrotta				X
Mayor Ari Bernstein				X
Catherine Shaw, President	X			

Resolution 2021 R34 was approved.

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:

Following a month-long comment period, Melissa Duncan motioned to memorialize the slate of officers standing for the 2022 board year. Ms. Granowitz seconded the motion.

President: Catherine Shaw
Vice President: Jackie McSwiggan
Treasurer: Jill Webb
Secretary: Sarah Dunlavy

All voted in favor. The slate will be voted upon by the full membership at the January 2022 reorganization meeting.

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:
In 2022, the Committee will commence work on a new long term Capital Plan. The library administrator will draft a document based on the current Capital Plan as a jumping off point.

Unfinished Business:

A plaque in recognition of library trustee Sheila Granowitz will be purchased for the new adult seating area.

New Business:

The State Library delivered the list of awardees for the Library Construction Bond Grant to the NJ Legislature for ratification. LML's project was not selected for matching funds. Though the cost of the construction bond will be borne by taxpayers statewide, only 70 towns will receive grant funds totaling \$125 million. While ours was among the 70% of submitted projects that were not chosen, Lee Memorial Library's renovation goals on behalf of the community remain. Trustees will prioritize the needs of Allendale residents, including those that fell outside the scope of the grant funding, and will focus on building relationships with municipal officials to secure their professional and financial support.

Executive Session

A motion was made by Jill Webb and seconded by Jackie McSwiggan at 8:39 PM to enter into Executive Session.

A motion was made by Melissa Duncan and seconded by Jill Webb at 8:49 PM to exit Executive Session.

A motion to approve staff recognition was made by Jackie McSwiggan and seconded by Melissa Duncan.

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			
Sheila H. Granowitz	X			
Sarah Dunlavy				X
Tom Zambrotta	X			
Mayor Ari Bernstein				X
Catherine Shaw, President	X			

Resolution 2021 R35 was approved.

Adjournment

The Board of Trustees' meeting closed at 9:02 PM on a motion by Jill Webb and seconded by Sheila Granowitz. All present voted in favor.

Next Meeting:

Reorganization Meeting: Thursday, January 20, 2021 at 7:00 PM

Regular Business Meeting: Thursday, January 20, 2021 at 7:15 PM

Submitted By:

Patricia Durso
Library Executive Administrator