

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

**Call to order**

Catherine Shaw called the meeting to order at 7:02 PM.  
 Present at the meeting were: Catherine Shaw, Jill Webb, Jackie McSwiggan, Jim Wright, Melissa Duncan, Sarah Dunlavy, Mayor’s Representative Matt O’Toole, Library Director Susan McCaffery Wilkinson and Library Executive Administrator Patricia Durso.  
 Absent: Sheila H. Granowitz.

**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**

The July 15, 2021, regular meeting minutes were reviewed. Minutes were approved as amended on a motion by Jill Webb and seconded by Jim Wright. All voted in favor with abstention by Sarah Dunlavy.

**Financial Reports**

**FINAL Bill List for July and August 2021**  
**Bill List for September 2021,**

The Board reviewed the September Bill List for \$\$34,518 out of the Operating Account and \$0 out of the Capital Account.

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

The Roll Call vote yielded approval, as follows:

**Roll Call Vote Board of Trustees**

	Yes	No	Abstain	Not Present
<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>Matt O’Toole</b>				x
<b>Catherine Shaw, President</b>	x			

Jill Webb was named new board treasurer.

### **Correspondence**

Library administrator Patricia Durso recently received a letter from a long-time resident praising the library for its friendly atmosphere.

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

Mayor's representative Matt O'Toole talked about the borough's excellent response to recent tropical storms, FEMA aid, and the hiring process for a new police chief in light of Police Chief Scherb's retirement at year's end.

### **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: \$34,767

Book Sales: \$917

SP Account Balance: \$53,369

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

Report: The April letter soliciting donations has generated \$25,000 so far.

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

Members: Sheila Granowitz and Jim Wright

Chair Tom Zambrotta

Report: New chairman Tom Zambrotta reported on the extensive progress made by the committee in preparation for a new public education campaign in advance of raising money for the library's planned renovation/expansion. These included a 30-second "elevator pitch" to promote the library, as well as approx. 20 FAQ about the library's plans.

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

Members: Mayor Ari Bernstein, Jackie McSwiggan

Chair:

Report: Most of 160 burned-out lightbulbs have now been replaced with the help of the DPW.

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

Members: Jill Webb and Tom Zambrotta

Chair: Jill Webb.

Report: Nothing new to 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**

**Resolutions passed during this meeting:**

2021 R25-FINAL	9/16/2021	Accept resignation of Suzanne Warzala
2021 R26-FINAL	9/16/2021	Elect L. Jill Webb to the office of Treasurer of the Library Board of Trustees
2021 R27-FINAL	9/16/2021	Accept retirement of Circulation Associate Sam Wright
2021 R28-FINAL	9/16/2021	Approve Fall 2021 stipend for Teen Support and Services program: \$2400

**Unfinished Business**

Finance Committee to meet to discuss several items..

**Adjournment**

The Board of Trustees' meeting closed at 9:09 PM on a motion by Tom Zambrotta and seconded by Jim Wright. All present voted in favor.

**Next Regular Meeting:**

**Thursday, August 19, 2021 at 7:00 PM**

Submitted By:  
Jim Wright, Secretary