

LEE MEMORIAL LIBRARY
Regular Meeting of the
BOARD OF TRUSTEES
Thursday, January 20, 2022

Call to order

Library Board President Catherine Shaw called the meeting to order at 8:15 PM. Present at the meeting were: Catherine Shaw, Jackie McSwiggan, Jill Webb, Sarah Dunlavy, Melissa Duncan, Jim Wright, Tom Zambrotta, and Library Executive Administrator Patricia Durso. Absent: Mayor Ari Bernstein, Sheila Granowitz and director Susan McCaffery Wilkinson.

Open Public Meeting

The meeting was properly noticed according to the Open Public Meeting Act and was announced by Ms. Shaw as open to the public at 8:15 PM.

Approval of Minutes

The minutes of the December 16, 2021 regular meeting were reviewed and approved on a motion by Jackie McSwiggan and seconded by Melissa Duncan. All voted in favor, with the exception of Tom Zambrotta and Sarah Dunlavy, who abstained.

The minutes of the December 16, 2021 executive session were reviewed and approved on a motion by Jackie McSwiggan and seconded by Melissa Duncan. All voted in favor, with the exception of Tom Zambrotta and Sarah Dunlavy, who abstained.

Financial Reports

FINAL Bill List for December, 2021

Bill List for January 2022

The Board reviewed the January Bill List for \$82,287.91 out of the Operating Account, \$0 out of the Restricted Funds Account, and \$0 out of the Capital Account. A bill list in the amount of \$1,782 dated December 27, 2021 was presented as previously authorized for payment during board recess [Board Resolution 2021-R23 approved 7/15/2021.]

A motion to approve the January bill list was made by Jackie McSwiggan and seconded by Tom Zambrotta.

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			
Sarah Dunlavy, Secretary	X			
Melissa Duncan	X			

Sheila H. Granowitz				x
Jim Wright	X			
Tom Zambrotta	X			
Mayor Ari Bernstein				x
Catherine Shaw, President	X			

Correspondence

Notes from Nancy Clauss, Ms. McCaffery Wilkinson and Ms. Durso thanking the trustees for the holiday gift cards were received. A community member reached out to Ms. Shaw to comment on how amazing the youth librarian, Ms. Hilary, is. The library received an additional \$3000 from Mrs. Brusco to support the 'Shakespeare in Our Park' Program.

Mayor & Council Agenda Items

No update

Director's Report

Youth Services Report

Adult Program Report

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

Volunteer interest for the library is increasing. Ms. Durso wrote up volunteer responsibilities to ensure efficiency and productive work. Youth and Adult craft kits continue to be very popular and in high demand. ESL tutoring program initiated with 11 people registered to be trained as tutors. Seven people registered already to be tutored.

Committee Reports

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

Liaisons: Sheila Granowitz and Jackie McSwiggan

Ms. Shaw reported in Ms. Granowitz's absence.

Current Financial Status:

Bank Balance: \$30,640

Book Sales for December 2021: \$940

Special Projects Account Balance: \$66,914

*All figures stated are rounded to the nearest dollar.

Report: \$36,000 raised from the annual appeal letter, up from \$24,000 last year.

Thanks to Cathy Squasoni, head of the Special Projects Committee, for her successful efforts. Also in Special Projects, the family of a former staff member who passed away requested donations in her memory to LML instead of flowers, yielding \$2500.

2. Communications Committee

Members: Sheila Granowitz, Sarah Dunlavy, Jim Wright and Tom Zambrotta

Chair Tom Zambrotta

Report: Met to discuss content to help the Friends' annual appeal letter. The next few meetings will focus on how best to communicate the value of the library to the public and Borough Council.

3. Facilities Committee

Members: Mayor Ari Bernstein and Jackie McSwiggan

Chair: Jackie McSwiggan

Report: A major obstruction in a sewage pipe in December and another in January caused disruption in the library and subsequent plumbing issues. The sewage specialist determined that the pipes are very old and stated that he has notified the Borough. Ms. Shaw contacted Councilman Matt O-Toole, in his role as a member of the Borough Facilities Committee, to see if there is a Borough budget line for sewage pipe replacement.

4. Finance Committee

Members: Sarah Dunlavy, Jill Webb and Tom Zambrotta

Chair: Jill Webb

Report: The library's taxpayer appropriation increased 7.7% this year due to increased property tax values. The proposed budget was reviewed by the Finance Committee and the HR committee.

5. Human Resource Committee

Members: Melissa Duncan, Catherine Shaw and Jill Webb

Chair: Catherine Shaw

Report: Met to review staff salary and wage increases and reviewed the proposed 2022 budget.

6. Nominating Committee

Members: Jim Wright and Sheila Granowitz

Chair: Sheila Granowitz

Report: Nothing to report

7. Policies and Procedures Committee

Members: Melissa Duncan, Jackie McSwiggan and Catherine Shaw

Chair: Melissa Duncan

Report: Nothing to report.

8. Strategic and Capital Planning Committee

Members: Melissa Duncan, Jackie McSwiggan, Catherine Shaw and Jill Webb

Chair: Jackie McSwiggan

Report: Will meet to develop a new Capital Plan.

Executive Session

At 9:36PM, Tom Zambrotta motioned to go into Executive Session with Jackie McSwiggan seconding the motion. All present voted in favor.

At 9:42PM, Jackie McSwiggan motioned to leave Executive Session with Tom Zambrotta seconding the motion. All present voted in favor.

Unfinished Business:

None

New Business:

Dr. Beckerman, Superintendent of Northern Highlands Regional High School, presented information on a March 8, 2022 referendum proposed to Allendale and Upper Saddle River registered voters. The School District is seeking approval to issue bonds for capital projects on the campus, with a total cost of \$8.827 million.

Resolutions from this meeting:

2022-R4 Approval of 2022 Staff Wage & Salary Increases

2022-R5 Approval of 2022 Operating Budget

Adjournment

The Board of Trustees' meeting closed at 9:45PM on a motion by Tom Zambrotta and seconded by Sarah Dunlavy. All present voted in favor.

Next Meeting:

Regular Business Meeting: Thursday, February 17, 2022 at 7:00 PM

Submitted By:
Sarah Dunlavy
Secretary