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

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<tr>
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<th>Yes</th>
<th>No</th>
<th>Abstain</th>
<th>Not Present</th>
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<tbody>
<tr>
<td>Jackie McSwiggan, Vice President</td>
<td>X</td>
<td></td>
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<tr>
<td>Jill Webb</td>
<td>X</td>
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<tr>
<td>Sarah Dunlavy, Secretary</td>
<td>X</td>
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<tr>
<td>Melissa Duncan</td>
<td>X</td>
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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  

**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