

**LEE MEMORIAL LIBRARY**  
**Regular Meeting of the**  
**BOARD OF TRUSTEES**  
**Thursday, February 17, 2022**

**Call to order**

Catherine Shaw called the meeting to order at 7:02PM.

Present at the meeting were: Catherine Shaw, Jackie McSwiggan (arrived at 7:09PM), Jill Webb, Sarah Dunlavy, Melissa Duncan, Sheila Granowitz, Jim Wright, Tom Zambrotta, Mayor's Representative Matt O'Toole (left at 7:15), Library Director Susan Wilkinson, and Library Executive Administrator Patricia Durso.

Absent: Melissa Duncan.

**Open Public Meeting**

This meeting was properly noticed according to the Open Public Meeting Act. No members of the public were present.

**Mayor & Council Agenda Items**

Mr. O'Toole reported on Mayor Bernstein's behalf. Covid numbers continue to decline in the State. Voting for the referendum on the proposed high school renovation project will be held on March 8<sup>th</sup>. Mr. O'Toole encouraged everyone to vote. A resounding commendation from Town Council on Patty Durso's presentation at the last council meeting regarding the recent changes and improvements of the library's programs and collection of books and items.

**Approval of Minutes**

The minutes of the January 20, 2021 regular meeting were reviewed and approved on a motion by Jill Webb and seconded by Tom Zambrotta. All voted in favor. Sheila Granowitz abstained.

The minutes of the January 20, 2021 executive session were reviewed and approved on a motion by Sarah Dunlavy and seconded by Tom Zambrotta. All voted in favor. Sheila Granowitz abstained.

**Financial Reports**

**Treasurer's Report through January 31, 2022**

**Final Bill List for January 2022**

**Bill List for February 2022**

The Board reviewed the February Bill Lists for \$44,183.54 out of the Operating Account, \$0 out of the Restricted Funds Account, and \$0 out of the Capital Account.

A motion to approve the bill list was made by Tom Zambrotta and seconded by Sheila Granowitz.

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>Sarah Dunlavy, Secretary</b>	X			
<b>Melissa Duncan</b>				X
<b>Sheila H. Granowitz</b>	X			
<b>Jim Wright</b>	X			
<b>Tom Zambrotta</b>	X			
<b>Mayor Ari Bernstein</b>				X
<b>Catherine Shaw, President</b>	X			

### Correspondence

A letter was received from Sharon Murphy from PTO at Hillside School about a kindergarten event where they are collecting plastic bags for charity and asked if the library would house the collection bins. The library would be happy to accommodate and help.

Community Programming & Outreach Librarian Nancy Clauss has revitalized the Blind Date with a Book program, where one can come and get a 'mystery' book to read, and in return, the patron will receive a tasseled bookmark. So far, this has been extremely popular and was discussed on the town Facebook page, 07400NE.

### Director's Report

#### Youth Services Report

#### Adult Program Report

#### Administrator's Summary

#### Value to the Community Statistical Report

A BCCLS branding survey among trustees was conducted, and the Board is awaiting the results of the survey.

Two Allendale adults have begun new volunteer work, after a list of volunteer roles was created and designed to match members of the community to specific roles.

The Chocolate Tasting event was extremely well received. A workshop on Home Electricity was also fully subscribed and very popular.

Youth Services Librarian Hillary DeVincenzo continues to attract a lot of families and children.

### Committee Reports

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

Liaisons: Sheila Granowitz and Jackie McSwiggan

Current Financial Status:

Bank Balance: \$31,135

Book Sales for January 2022: \$740

Special Projects Account Balance: \$70,718

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

The fundraising letter will be sent out in either March or April, which will hopefully generate significant donations.

## **2. Communications Committee**

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

Chair: Tom Zambrotta

The committee is in the process of generating a list of people willing to speak once a month at town council meetings in order to generate community awareness of what's happening and offered at the library.

## **3. Facilities Committee**

Members: Mayor Ari Bernstein and Jackie McSwiggan

Chair: Jackie McSwiggan

Ms. Shaw and Ms. McSwiggan noted to Mr. O'Toole several short- and long-term building issues that significantly impact the library. Mr. O'Toole to follow up with the Borough Facilities Committee to arrange a meeting with the Library Facilities Committee to discuss further.

Mr. O'Toole to follow up on the library's increased phone bill now that the new phone system has been installed.

There was a discussion about installing motion detecting safety lights on the outside of the building in order to create a safer environment at night for patrons using the book drop. Ms. McSwiggan will speak to Borough personnel about this issue.

## **4. Finance Committee**

Members: Sarah Dunlavy, Jill Webb and Tom Zambrotta

Chair: Jill Webb

The committee is in the process of opening a new account to move some of the library's capital funds in order to take advantage of a better interest rate.

A task force will be formed to better understand the terms of the Mary Kay Lee Trust.

Ms. Durso will check with the auditor on the possibility of obtaining a procurement card for the library.

## **5. Human Resource Committee**

Members: Melissa Duncan, Catherine Shaw and Jill Webb

Chair: Catherine Shaw

Nothing to report.

## **6. Nominating Committee**

Members: Jim Wright and Sheila Granowitz

Chair: Sheila Granowitz

Nothing to report.

## **7. Policies and Procedures Committee**

Members: Melissa Duncan, Jackie McSwiggan and Catherine Shaw

Chair: Melissa Duncan

The mask mandate has been removed.

**8. Strategic and Capital Planning Committee**

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

Chair: Jackie McSwiggan

Report: The committee will meet to create a new capital plan, but there is no urgency because the current capital runs to the end of 2023.

**Unfinished Business:**

None

**New Business:**

None

**Resolutions from this meeting:**

2022-R6: Memorialized Intent to Transfer Surplus Funds, in the event that such funds are identified in the Report of Audit of Financial Statements for 2021

**Adjournment**

The Board of Trustees' meeting closed at 8:39PM on a motion by Tom Zambrotta and seconded by Sarah Dunlavy. All present voted in favor.

***Next Meeting:***

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

Submitted By:  
Sarah Dunlavy  
Secretary