

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

Call to order

Catherine Shaw called the meeting to order at 7:03PM.

Present at the meeting were: Catherine Shaw, Jill Webb, Melissa Duncan, Sheila Granowitz, Jim Wright, Tom Zambrotta, Library Director Susan Wilkinson, and Library Executive Administrator Patricia Durso.

Absent: Sarah Dunlavy, Jackie McSwiggan, Mayor Ari Bernstein.

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

Ms. Shaw presented the report on behalf of Mayor Bernstein. The Borough of Allendale is being sued by four Allendale Police Department sergeants who have alleged improprieties in the selection of the new chief of police. The Borough is vigorously defending its actions and has issued a statement regarding the lawsuit on the Borough website and its Facebook page. The mayor characterized a media report on the suit as “woefully inaccurate.”

Approval of Minutes

The minutes of the February 17, 2022 regular meeting were reviewed and approved on a motion by Jim Wright and Jill Webb. All voted in favor with the exception of Melissa Duncan, who abstained.

The minutes of the March 3, 2022 special meeting were reviewed and approved on a motion by Jill Webb and Melissa Duncan. All voted in favor with exception of Sheila Granowitz, Jim Wright and Tom Zambrotta, who abstained.

Financial Reports

Treasurer’s Report through February 28, 2022

Final Bill List for February 2022

Bill List for March 2022

The Board reviewed the February Bill Lists for \$56,768.46 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 Melissa Duncan and seconded by Sheila Granowitz.

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

Correspondence

No correspondence.

Director's Report

Youth Services Report

Adult Program Report

Administrator's Summary

Value to the Community Statistical Report

A fellow library in the BCCLS consortium is making a significant financial investment in privately owned digital content, which may augur a change among others of the 77 in procuring electronic materials that are not shareable by all patrons. Since Allendale residents use far more digital content than our share of the budget purchases, this would potentially impact our service levels and might necessitate a rethinking of our funding allocation strategy.

An informal survey of directors indicated that most libraries in the cooperative are still struggling to attract patrons to their buildings at the levels seen pre-Covid. This includes fewer users of computers, fewer attendees at programs, and fewer visits overall to browse and borrow.

The youth programming assistant continues to make strides with teens, managing several successful clubs and founding a literary magazine that is in its nascent stages. A weekly e-newsletter is now being distributed explicitly to teens, with a subscriber base of 40 and open rates close to 80%.

We continue to register and manage volunteers, from the National Honor Society, adult special needs communities, general population as ESL tutors, and others.

The library hosted 61 programs over 21 open days in February, attracting 768 people. The online registration module has helped manage residents' expectations for attendance. Craft kits, including Make-Your-Own Lemon Scrub for adults and Delivery Truck Valentines and Love Bug projects for children were a tremendous hit, selling out. Virtual programs, such as a presentation on *George Washington, the Revolutionary War & New Jersey*, attracted large audiences, while on-site programs, including *Chocolate Tasting, Home Electricity*

Workshop, Make & Adopt Your Own Therapy Dog, Yoga for Littles and Let's Groove Music reached capacity.

Borrowing was up nearly 4% in February compared to 2021. Craft kits, museum passes and juvenile non-fiction had robust numbers.

The library will apply for a Procurement Card from TD Bank. Terms and conditions will be reviewed with the Finance Committee.

Communications and outreach efforts are expanding, with a more regular presence on social media and subscribership to the library e-newsletter continuing to grow.

Committee Reports

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

Liaisons: Sheila Granowitz and Jackie McSwiggan

Current Financial Status:

Bank Balance: \$31,793

Book Sales for February 2022: \$821

Special Projects Account Balance: \$70,718

*All figures stated are rounded to the nearest dollar.

There will be an envelope stuffing session for the annual fundraising letter on Monday, March 21 from 1:00pm – 3:00pm in the Quilt Room. The letter will be received at Allendale businesses and homes on Tuesday or Wednesday.

2. Communications Committee

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

Chair: Tom Zambrotta

A further refined mock-up of the Pocket Guide to Lee Memorial Library was presented. The printer will provide a quote for 3000-3500 pieces, which would include a one-time mailing to Allendale residences, with the balance of the guides available in the library for pick up on an as-needed basis.

Reviewed proposed graphic layouts and a variety of quotes attributable to library patrons for a social media-based awareness campaign titled AbsoluteLEE. Tweaks will be made and a test blast sent on the Friends Facebook page before debuting on library social media accounts and 0740one, the town Facebook page.

The list of residents interested in speaking to the mayor & council regarding the value of the library continues to grow, with one speaker now scheduled for the meeting on April 28. Ms. Shaw asked each trustee to reach out to three people who would be willing to briefly state the value of the library to their lives and livelihood. Mr. Zambrotta will share with all trustees the link to the spreadsheet where speakers' names, topics, contact information and dates of availability are updated.

3. Facilities Committee

Members: Mayor Ari Bernstein and Jackie McSwiggan

Chair: Jackie McSwiggan

Ms. Shaw was in touch with Council President Amy Wilczynski and Borough Facilities Committee member Steve Sasso to request a meeting between them and the library

Facilities Committee, which will be scheduled in April to discuss outstanding and ongoing building issues.

4. Finance Committee

Members: Sarah Dunlavy, Jill Webb and Tom Zambrotta

Chair: Jill Webb

Nothing to report.

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

Nothing to report.

8. Strategic and Capital Planning Committee

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

Chair: Jackie McSwiggan

Nothing to report.

Unfinished Business:

None

New Business:

None

Resolutions from this meeting:

No resolutions outside of accepting previous meeting minutes and approving the Bill List (as above) were introduced at this meeting.

Adjournment

The Board of Trustees' meeting closed at 7:49PM on a motion by Jim Wright and seconded by Melissa Duncan. All present voted in favor.

Next Meeting: Regular Business Meeting: Thursday, April 21, 2022 at 7:00 PM

Submitted By:

Patricia Durso

Library Executive Administrator