

LEE MEMORIAL LIBRARY
Regular Meeting of the
BOARD OF TRUSTEES
Thursday, April 21, 2022

Call to order

Catherine Shaw called the meeting to order at 7:04PM.

Present at the meeting were: Catherine Shaw, Jill Webb, Sarah Dunlavy, Melissa Duncan, Jim Wright, Tom Zambrotta, Library Director Susan Wilkinson, Mayor's Representative Matt O'Toole, Library Executive Administrator Patricia Durso.

Absent: Sheila Granowitz, Jim Wright, Jackie McSwiggan.

There were no members of the public present.

Mayor & Council Agenda Items

Matt O'Toole reported on behalf of The Borough. Spring Cleaning Day will take place this Saturday, April 23rd. Last week, the Borough introduced the municipal budget. There is a 0% increase this year, but each household will increase slightly due to the recent reassessment. The Borough was awarded the Silver Award from JIF. Taxes are due May 1st.

Approval of Minutes

The minutes of the March 17, 2022 regular meeting were reviewed and approved on a motion by Melissa Duncan and seconded by Tom Zambrotta. Sarah Dunlavy and Matt O'Toole abstained. All others voted in favor.

Financial Reports

Final Bill List for February 2022

The Board reviewed the April Bill List for \$43,676.39 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 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			
Matt O'Toole	X			
Catherine Shaw, President	X			

Correspondence

Nothing to report

Director's Report

Youth Services Report

Adult Program Report

Administrator's Summary

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

Susan reported that BCCLS will be reviewing the billing process.

A question was raised about the cost of eBooks and it was agreed that the Library and Board would keep an eye on this expense.

Youth Services continues to grow and thrive as a service area. The Youth Services Assistant, has recently accepted another position and will no longer be supporting teen endeavors. Interviews for a new assistant are currently taking place.

Adult Programming also continues to be popular. The craft kits sell out quickly every time they are offered. The Estate Planning class was popular.

As part of National Nutrition Month, the Library organized several themed programs, all coordinated among its different service areas.

This month marks Patty's sixth year as Executive Administrator. The Library submitted a grant proposal to the Allendale Women's Club for a multi-purpose kitchen.

Overall circulation increased 3.5% compared to March 2021.

The entire 6th Grade from Brookside School came to the library on a field trip to learn about conducting a research project and discriminating between good and poor sources of information. It went extremely well. The entire staff was involved.

Committee Reports

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

Catherine reporting for Sheila Granowitz

Liaisons: Sheila Granowitz and Jackie McSwiggan

Current Financial Status:

Bank Balance: \$31,207

Book Sales for March 2022: \$740

Special Projects Account Balance: \$81,436

*All figures stated are rounded to the nearest dollar.

Over \$10,000 has been raised so far from the March 2022 campaign letter.

2. Communications Committee

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

Chair: Tom Zambrotta

The committee agreed that the library would make regular posts on Facebook of quotes about the library from users. This social media campaign is called 'Absolute-LEE...' and the first 'live' post went out Saturday, April 16th.

Nancy and Patty have been developing a pocket guide to hand out to library users and residents. An initial quote from the printer has been received and approved by the committee to print 4,000 copies to be distributed in various ways.

3. Facilities Committee

Members: Mayor Ari Bernstein and Jackie McSwiggan

Chair: Jackie McSwiggan

The Library Facilities Committee and the Borough Facilities Committee will be meeting to discuss the ongoing need for more space as programs continue to grow.

4. Finance Committee

Members: Sarah Dunlavy, Jill Webb and Tom Zambrotta

Chair: Jill Webb

A bank procurement card was approved for Library use by the auditor and approved by the Board.

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 committee will be meeting on Monday, April 25th, to review the Collection Development Policy.

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:

Catherine reported that The Borough is applying for a \$3.4million grant to help defray the cost of building a Community Center. In order to bolster the application, the Borough is asking for a letter of support from the Library Board President, as well as letters of support from other Allendale organizations. The proposed location for the Community Center is 220 West Crescent Ave. The Board discussed this and is happy for Catherine to submit a letter of support.

Resolutions from this meeting:

None

Adjournment

The Board of Trustees' meeting closed at 8:27PM on a motion by Melissa Duncan and seconded by Tom Zambrotta. All present voted in favor.

Next Meeting:

Regular Business Meeting: Thursday, May 19, 2022 at 7:00 PM

Submitted By:
Sarah Dunlavy
Secretary