

**LEE MEMORIAL LIBRARY**  
**Regular Meeting of the**  
**BOARD OF TRUSTEES**  
**Thursday, May 19, 2022**

**Call to order**

Catherine Shaw called the meeting to order at 7:01PM.

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

Absent: Mayor Ari Bernstein, Jill Webb.

There were no members of the public present.

**Mayor & Council Agenda Items**

No member of Town Council was present to provide a report. However, Councilwoman Wilczynski communicated to the Board prior to the meeting that there will be a town hall meeting on June 23<sup>rd</sup> regarding new developments at 220 West Crescent.

**Approval of Minutes**

The minutes of the April 21, 2022 regular meeting were reviewed and approved on a motion by Melissa Duncan and seconded by Tom Zambrotta. All voted in favor.

The minutes of the May 2, 2022 special meeting were reviewed and approved on a motion by Jim Wright and seconded by Tom Zambrotta. All voted in favor. Melissa Duncan abstained.

**Financial Reports**

**Final Bill List for May 2022**

The Board reviewed the May Bill List for \$46,124.92. 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 Jackie McSwiggan. The Roll Call vote yielded approval, as follows:

**Roll Call Vote Board of Trustees**

	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Not Present</b>
<b>Jackie McSwiggan, Vice President</b>	X			
<b>Jill Webb</b>	X			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			X
<b>Catherine Shaw, President</b>	X			

## **Correspondence**

Resident Jamie Noe wrote a letter thanking Ms. Hillary for the Star Wars Day.

Resident Kim Bargiel wrote a letter thanking the library for putting a catalog lookup kiosk in the Children's area.

Nancy has received several thank you letters, including from resident Joan Kennedy thanking Nancy for the essential oils class.

Resident Jack Glasheen wrote a letter thanking the library for presenting at the Allendale Democratic Club meeting.

Resident Samantha Yaccarino wrote a letter praising the outdoor library board.

Another letter came in praising the Tech Time services that the library and NHRHS students provided Gail Walikainen.

Resident Fred Litt heard about the Library's Beyond Books service and wrote a letter requesting the library purchase a modern digital microfilm reader/scanner, one that he and other residents could then borrow. He also asked for the library's assistance in coordinating the use of the microfilm reader from the Ramsey library. Ms. Durso has responded to Mr. Litt.

## **Director's Report**

**Youth Services Report**

**Adult Program Report**

**Administrator's Summary**

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

Ms. Wilkinson highlighted the overall fines and fees structures for BCCLS member libraries, noting that libraries are trending towards a "no-fine" policy. She will continue to monitor this trend.

BCCLS initiated a Mentoring Program for trustees and is looking for experienced trustees to enroll in the program.

YS Librarian Hillary Devincenzo is spearheading the Summer Reading Program, with preparations well underway.

Nancy Claus will shift focus to community outreach, while continuing to research and present popular adult programming. The Board congratulated Ms. Claus on winning the Shop Rite's Nutrition month competition.

Borrowing Beyond Books was introduced to the community with several items borrowed already.

## **Committee Reports**

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

Chair: Sheila Granowitz

Liaisons: Sheila Granowitz and Jackie McSwiggan

Current Financial Status:

Bank Balance: \$30,709

Book Sales for April 2022: \$500

Special Projects Account Balance: \$83,338

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

The Friends luncheon will be Friday, June 10, 2022 at The Lakeside Grill.

The Friends recently took a successful social field trip to the Hermitage. A Hermitage presentation will also be organized as part of Adult Programming to encourage more visits.

### **2. Communications Committee**

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

Chair: Tom Zambrotta

The 'Absolute-Lee' social media campaign is really starting to get good engagement on Facebook.

The Dhand Family spoke at the Town Council meeting recently, providing really positive feedback for the library and its services.

The library pocket guide is almost finalized and will go to printing shortly. It was agreed that the committee will move to meeting monthly, rather than weekly, as many of its initial plans are underway.

Lastly, the committee will start to discuss how the Board of Trustees might be able to do more to help support the library staff in community outreach and library PR.

### **3. Facilities Committee**

Members: Mayor Ari Bernstein and Jackie McSwiggan

Chair: Jackie McSwiggan

The committee is still in the process of scheduling a meeting with Borough Facilities Committee.

### **4. Finance Committee**

Members: Sarah Dunlavy, Jill Webb and Tom Zambrotta  
Chair: Jill Webb  
Catherine Shaw reporting for Ms. Webb.

The application for the procurement card has been submitted and the committee is waiting on a response.

### **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 meet to discuss potential policy changes for Borrowing Beyond Books items. The committee proposed a new resolution to approve and publish a change in the fine structure for DVD physical media.

#### **Resolution 2022-R10**

Be it hereby resolved by the Trustees of Lee Memorial Library on 5/19/2022 to approve and publish a change in the fine structure for DVD physical media outside the 3-day limited lending period, reducing the daily overdue fee from \$1.00 to .15 per day effective June 1, 2022.

A motion to accept the resolution was made by Melissa Duncan and seconded by Tom Zambrotta. The Roll Call Vote yielded approval as follows:

#### **Roll Call Vote Board of Trustees**

	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Not Present</b>
<b>Jackie McSwiggan, Vice President</b>	X			
<b>Jill Webb</b>	X			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			X
<b>Catherine Shaw, President</b>	X			

### **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:**

Ms. Durso proposed to the Board restoring the library hours to pre-pandemic hours. The proposal would extend the library's closing time to 9pm, from 8pm currently, beginning September 6, 2022. Several trustees raised the possibility of Sunday hours for the library.

### **Resolutions from this meeting:**

2022-R10: Change in fine structure for DVD physical media outside the 3-day limited lending period.

### **Adjournment**

The Board of Trustees' meeting closed at 8:56PM on a motion by Tom Zambrotta and seconded by Jim Wright. All present voted in favor.

### **Next Meeting:**

**Regular Business Meeting: Thursday, June 16, 2022 at 7:00 PM**

Submitted By:  
Sarah Dunlavy  
Secretary