

LEE MEMORIAL LIBRARY
Regular Meeting of the
BOARD OF TRUSTEES
Thursday, June 16, 2022

Call to order

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

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

Absent: Mayor Ari Bernstein, Jackie McSwiggan, Jill Webb and Executive Administrator Patricia Durso.

There were no members of the public present.

Mayor & Council Agenda Items

There will be a Town Hall meeting held on Thursday, June 23rd.

Approval of Minutes

The minutes of the May 19, 2022 regular meeting were reviewed and approved on a motion by Melissa Duncan and seconded by Tom Zambrotta. All present voted in favor.

Financial Reports

Final Bill List for June 2022

The Board reviewed the April Bill List for \$45,559.88 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 Sarah Dunlavy.

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

Correspondence

Jim Wright applied to the Winifred M. and George P. Pitkin Foundation for an environmental education grant and it was approved for \$5,000.

Director's Report

Youth Services Report

Adult Program Report

Administrator's Summary

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

The Board discussed how best to observe Juneteenth, including theme reading lists and programs. Although 12 of the 77 BCCLS libraries announced they will close on that day, the Board determined it is best to remain open and available to the public.

Summer Reading kicks off next week.

Committee Reports

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

Liaisons: Sheila Granowitz and Jackie McSwiggan

Current Financial Status:

Bank Balance: \$30,475

Book Sales for May 2022: \$518

Special Projects Account Balance: \$84,422

*All figures stated are rounded to the nearest dollar.

The Allendale/USR Friends of the Library Scholarship for \$1500 was awarded to Allison Chong. Her essay will be posted on the library website, as well as on Facebook.

2. Communications Committee

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

Chair: Tom Zambrotta

The Absolute-LEE campaign has been underway for several weeks now, and the committee has asked all Board trustees to help provide support through social media. The pocket guide is still being finalized and then will go to the printer.

3. Facilities Committee

Members: Mayor Ari Bernstein and Jackie McSwiggan

Chair: Jackie McSwiggan

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

4. Finance Committee

Members: Sarah Dunlavy, Jill Webb and Tom Zambrotta

Chair: Jill Webb

The Committee is waiting on the approval for the procurement card from TD Bank.

The committee is continuing ongoing efforts with the bank to receive more information on the Mary Kay Lee Trust.

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 to address the Borrowing Beyond Books policies.

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:

None

Adjournment

The Board of Trustees' meeting closed at 7:51PM on a motion by Sheila Granowitz and seconded by Jim Wright. All present voted in favor.

Next Meeting:

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

Submitted By:
Sarah Dunlavy
Secretary