

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

**Call to order**

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

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

Absent: Mayor Ari Bernstein, Sarah Dunlavy, and Library Director Susan Wilkinson.

There were no members of the public present.

**Mayor & Council Agenda Items**

A recording of the Town Hall meeting of June 23 is posted to the Borough website at AllendaleNJ.gov. Council President Amy Wilczinski announced that the 220 West Crescent Avenue site will be erected as a dedicated community center. The Borough offices will remain at 500 West Crescent Avenue rather than relocating to the new site, eliminating the opportunity for the library to expand into its adjacent space. Ms. Shaw stated that the library will be working in partnership with the community and the Borough to address the extant need for expanded library space.

**Approval of Minutes**

The minutes of the June 16, 2022 regular meeting were reviewed and approved on a motion by Melissa Duncan and seconded by Tom Zambrotta. All present voted in favor with the exception of Jackie McSwiggan and Jill Webb, who abstained.

**Financial Reports**

**Final Bill List for July 2022**

The Board reviewed the July Bill List for \$51,787.12 out of the Operating Account, \$350.00 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 Jim Wright.

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			
<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

No correspondence.

## Director's Report

**Youth Services Report**

**Adult Program Report**

**Administrator's Summary**

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

The BCCLS Finance Committee and eBCCLS Task Force are evaluating changes in how members are charged for eContent. Presently libraries pay based on their population size. Allendale's BCCLS bill will increase if the charge is instead based on any of the four alternatives being considered: usage, number of patrons, 1/3 mil allocation, or a flat rate.

The *Your Personal Librarian* initiative has been very well received and is helping the professional staff develop productive relationships with Allendale residents. Thirty-three patrons enrolled. In addition, a record number of adults are participating in Summer Reading [68] with over 14,000 pages logged so far.

Children who registered for Summer Reading were given a log book to record the time they spend reading and a plush ocean-themed buddy to read with. Children's fiction and non-fiction borrowing this summer is up by 20% compared to 2019. Programs have been universally well attended. Several activities have been planned for teens but they have not yet gained traction.

Adult programs – onsite, virtual and carry away kits – are resonating with the public. A variety of topics was offered in June, from sewing to personal finance, consumer protection, puzzling, crafting and yoga.

Overall monthly circulation surpassed its 2019 levels for the first time this year.

## Committee Reports

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

Liaisons: Sheila Granowitz and Jackie McSwiggan

Current Financial Status:

Bank Balance: \$31,055

Book Sales for May 2022: \$614

Special Projects Account Balance: \$84,625

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

The Friends will sponsor its annual mums sale, with pickup slated for September 29 at the Red Barn. Ms. Shaw notes that mums purchasers may or may not be library users. Ms. Duncan suggests distributing a list of library programs and services, such as the proposed Pocket Guide, at the event. Order forms will be distributed to the schools and through the library Facebook page.

## **2. Communications Committee**

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

Jim Wright will lead Moth Night on July 23, a joint initiative of the Fyke Nature Association, the John Fell House and Lee Memorial Library. The evening will feature an outdoor movie screening, s'mores and an address by a Bergen Community College professor.

## **3. Facilities Committee**

Members: Mayor Ari Bernstein and Jackie McSwiggan  
Chair: Jackie McSwiggan

Ms. McSwiggan has begun laying the groundwork for a meeting with her Borough counterparts regarding the 500 West Crescent Avenue facilities. As the library no longer has the opportunity to expand into the adjacent space, Borough personnel do not as yet understand the need for a meeting, which would entail defining the division of responsibility for the upkeep of the facility as well as addressing the community's needs for additional space.

## **4. Finance Committee**

Members: Sarah Dunlavy, Jill Webb and Tom Zambrotta  
Chair: Jill Webb

The market value of the Mary K. Lee Trust as of 6/30/2022 is approximately \$350K, a drop of \$95K since 1/01/2022, not an unexpected development given the status of the equities and bond markets over the past six months. The investments are managed by the trustee; the library is simply the beneficiary of the income from the instruments. Ms. McSwiggan requested an explanation of allocations and fees; the longtime Bank of America philanthropic officer recently retired. A new contact has not been identified to us as yet.

Lerch, Vinci, and Higgins is wrapping up the audit. The draft has no notes or recommendations. The Bookkeeper and Administrator continue to provide answers to outstanding questions.

The governmental unit officer from TD Bank has informed the library that no applications for municipal unit debit cards are being accepted by TD currently, due to economic volatility. The bank offers a procurement card only to those governmental units that can support a minimum \$50,000/month spend. Trustees and library

management involved in this effort found TD surprisingly unresponsive and lackluster in their efforts. It was determined that the library will not open an additional account at a different bank to secure a p-card at this time.

**5. Human Resource Committee**

Members: Melissa Duncan, Catherine Shaw and Jill Webb

Chair: Catherine Shaw

The administrator has consulted the Human Resources Committee as she recruits for the positions of Bookkeeper and Circulation Associate.

**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 director and administrator have researched viable policies to address book challenges and for enforcing replacement cost charges for the Borrowing Beyond Books collection. The administrator will reconcile schedules to hammer out new verbiage for submission to the board.

**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

**Executive Session:**

The board entered Executive Session at 8:10pm on a motion by Jill Webb and seconded by Jackie McSwiggan.

The board exited Executive Session at 8:32pm on a motion by Jim Wright and seconded by Jackie McSwiggan.

**Resolutions from this meeting:**

None

**Adjournment**

The Board of Trustees' meeting closed at 8:32PM on a motion by Jackie McSwiggan and seconded by Tom Zambrotta. All present voted in favor.

***Next Meeting:***

**Regular Business Meeting: Thursday, September 15, 2022 at 7:00 PM**

Submitted By:

Patricia Durso

Library Executive Administrator