

**LEE MEMORIAL LIBRARY**  
**SPECIAL MEETING OF THE**  
**BOARD OF TRUSTEES**  
Tuesday, August 23, 2022 at 12:00pm

**Call to Order**

Catherine Shaw called the meeting to order at 12:02PM.

Present at the meeting were: Catherine Shaw, Jill Webb, Sarah Dunlavy, Sheila Granowitz, Tom Zambrotta, Mayor Ari Bernstein, and Library Executive Administrator Patricia Durso.

Absent: Jim Wright, Jackie McSwiggan, Melissa Duncan and Library Director Susan Wilkinson.

There were no members of the public present.

**Human Resources:**

The special meeting was called to discuss the hiring of 3 candidates:

- Presentation of credentials for 1099 contractor for Bookkeeper position. The Board discussed the credentials of a new candidate for the position of Bookkeeper.
- Presentation of candidates for the position of Circulation Associate. It has been determined to split the previously singular position into two separate roles to better cover the hours needed. Two qualified candidates were discussed.

**Resolution 11 - Hiring of Cecile Santos as Library Bookkeeper**

Motion to accept resolution: Sheila Granowitz

Second motion: Jill Webb

Roll Call Vote:  
Resolution 11  
**Board of Trustees**

	YES	NO	ABSTAIN	NOT PRESENT
• Jackie McSwiggan, Vice President				X
• Jim Wright, Secretary				X
• Jill Webb, Treasurer	X			

- **Melissa Duncan** **X**
- **Sarah Dunlavy** **X**
- **Sheila H. Granowitz** **X**
- **Tom Zambrotta** **X**
- **Ari Bernstein, Mayor** **X**
- **Catherine Shaw, President** **X**

**Resolution 12 - Hiring of Jeremy Chartier as a Part-time Circulation Associate**

Motion to accept resolution: Sarah Dunlavy

Second motion: Sheila Granowitz

Roll Call Vote:

**Board of Trustees**

	YES	NO	ABSTAIN	NOT PRESENT
• <b>Jackie McSwiggan, Vice President</b>				<b>X</b>
• <b>Jim Wright, Secretary</b>				<b>X</b>
• <b>Jill Webb, Treasurer</b>	<b>X</b>			
• <b>Melissa Duncan</b>				<b>X</b>
• <b>Sarah Dunlavy</b>	<b>X</b>			
• <b>Sheila H. Granowitz</b>	<b>X</b>			
• <b>Tom Zambrotta</b>	<b>X</b>			
• <b>Ari Bernstein, Mayor</b>	<b>X</b>			
• <b>Catherine Shaw, President</b>	<b>X</b>			

**Resolution 13- Hiring of Jennifer Henry as a Part-time Circulation Associate**

Motion to accept resolution: Sheila Granowitz

Second motion: Tom Zambrotta

Roll Call Vote:  
Resolution 13  
**Board of Trustees**

	YES	NO	ABSTAIN	NOT PRESENT
• Jackie McSwiggan, Vice President				X
• Jim Wright, Secretary				X
• Jill Webb, Treasurer	X			
• Melissa Duncan				X
• Sarah Dunlavy	X			
• Sheila H. Granowitz	X			
• Tom Zambrotta	X			
• Ari Bernstein, Mayor	X			
• Catherine Shaw, President	X			

**Adjournment**

This special meeting was closed at 12:15pm on a motion by Sheila Granowitz and seconded by Jill Webb.

**Next Meetings:**

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