

LEE MEMORIAL LIBRARY
Regular Meeting of the
BOARD OF TRUSTEES
Thursday, October 20, 2022

Call to order

Catherine Shaw called the meeting to order at 7:03 PM.

Present at the meeting were: Catherine Shaw, Jackie McSwiggan, Jill Webb, Melissa Duncan, Sheila Granowitz, Mayor Ari Bernstein and Library Director Susan McCaffery Wilkinson.

Absent: Sarah Dunlavy, Jim Wright, Tom Zambrotta and Executive Administrator Patricia Durso.

Open Public Meeting

The meeting was properly noticed according to the Open Public Meeting Act and was announced by Catherine Shaw as open to the public at 7:02 PM. No members of the public were present.

Approval of Minutes

The minutes of the September 15, 2022 regular meeting were reviewed and approved on a motion by Melissa Duncan and seconded by Jackie McSwiggan. With the exception of abstentions from Ari Bernstein and Sheila Granowitz, all voted in favor.

Financial Reports

FINAL Bill List for September 2022

Bill List for October 2022

The Board reviewed the December Bill List for \$43,629.94 out of the Operating Account, \$300.00 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 Jackie McSwiggan.

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
Mayor Ari Bernstein	X			
Catherine Shaw, President	X			

Correspondence

No correspondence this month.

Mayor & Council Agenda Items

Chamber of Commerce's Allendale Fall Fest had a great turnout.

Discussion ensued regarding the Borough/Library Facility and Building maintenance.

Allendale Holiday Walk will be December 2.

Director's Report

Youth Services Report

Adult Program Report

Administrator's Summary

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

BCCLS revised their billing formula. Allendale's BCCLS bill will increase in 2024 by about \$2000, mostly due to the new e-content billing formula.

The BCCLS mobile app is ready for a soft launch.

Children's, Teen and Adult programs continue to trend upwards in participation, with some programs waitlisting. A number of programs were cancelled last month due to staffing issues. Volunteers continue to be a great resource to staff.

Great collaboration and partnerships noted with Brookside, Hillside and Northern Highlands administration, staff and the PTO.

Committee Reports

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

Liaisons: Sheila Granowitz and Jackie McSwiggan

Current Financial Status:

Bank Balance: \$30,084

Book Sales for September 2022: Total \$1,060. \$586 plus Amir's sales of \$474 (Thanks Amir!)

Special Projects Account Balance: \$88,495

*All figures stated are rounded to the nearest dollar.

The Mums Sale was another success, bringing in \$2,426 this year, about \$600 less than last year's sale. The Friends will have the sale end a week later next year. Thank you to Cathy Squasoni, the Friends and the Trustees that helped at the event.

Friends President Anna DiMiccelli represented Allendale at the BCCLS Friends Luncheon this week.

On November 9th, Jim Wright and Patty Finn will give a guided tour of the John Fell House for the Friends.

The Friends of the Lee Memorial Library Annual Luncheon will be on December 9th at Ramsey Country Club.

All trustees are encouraged to become a member of the Friends. Annual membership is \$10 and is now due.

2. Communications Committee

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

Chair Tom Zambrotta

Report: Nothing new to Report

3. Facilities Committee

Members: Mayor Ari Bernstein and Jackie McSwiggan

Chair: Jackie McSwiggan

Report: Jackie and Catherine met with EA Patty Durso to determine the most pressing issues with the building in anticipation of a meeting with the Borough Facilities Committee.

4. Finance Committee

Members: Sarah Dunlavy, Jill Webb and Tom Zambrotta

Chair: Jill Webb

Report: Nothing new to report

5. Human Resource Committee

Members: Melissa Duncan, Catherine Shaw and Jill Webb

Chair: Catherine Shaw

Report: Nothing new to report

6. Nominating Committee

Members: Jim Wright and Sheila Granowitz

Chair: Sheila Granowitz

Report: Nothing new to report

7. Policies and Procedures Committee

Members: Melissa Duncan, Jackie McSwiggan and Catherine Shaw

Chair: Melissa Duncan

Report: Nothing new to report

8. Strategic and Capital Planning Committee

Members: Melissa Duncan, Jackie McSwiggan, Catherine Shaw and Jill Webb

Chair: Jackie McSwiggan

Report: Nothing new to report

Unfinished Business:

No unfinished business.

New Business:

No new business.

Adjournment

The Board of Trustees' meeting closed at 8:29 PM on a motion by Jackie McSwiggan and seconded by Jill Webb. All present voted in favor.

Next Meeting:

Regular Business Meeting: Thursday, November 17, 2022 at 7:00 PM

Submitted By:

Catherine Shaw
President