Call to order
Catherine Shaw called the meeting to order at 7:01PM. Present at the meeting were: Catherine Shaw, Jill Webb, Sarah Dunlavy, Melissa Duncan, Jim Wright, Tom Zambrotta, Library Director Susan Wilkinson, Sheila Granowitz, Jim Wright, Executive Administrator Patricia Durso, and Jackie McSwiggan. Absent: Mayor Ari Bernstein
There were no members of the public present.

Mayor & Council Agenda Items

Nothing to report

Approval of Minutes
The minutes of the October 20, 2022 regular meeting were reviewed and approved on a motion by Jackie McSwiggan and seconded by Jill Webb. All present voted in favor. Abstentions from Tom Zambrotta, Jim Wright, and Sarah Dunlavy.

Financial Reports

Final Bill List for November 2022
The Board reviewed the November Bill List for $72,372.62 out of the Operating Account, $200 out of the Restricted Funds Account, and $0 out of the Capital Account.

A motion to approve the bill list was made by Tom Zambrotta and seconded by Jim Wright.

The Roll Call vote yielded approval, as follows:

Roll Call Vote Board of Trustees

<table>
<thead>
<tr>
<th>Name</th>
<th>Yes</th>
<th>No</th>
<th>Abstain</th>
<th>Not Present</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jackie McSwiggan, Vice President</td>
<td>X</td>
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<tr>
<td>Jill Webb</td>
<td>X</td>
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<tr>
<td>Sarah Dunlavy, Secretary</td>
<td>X</td>
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<tr>
<td>Melissa Duncan</td>
<td>X</td>
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<tr>
<td>Sheila H. Granowitz</td>
<td>X</td>
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<tr>
<td>Jim Wright</td>
<td>X</td>
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<tr>
<td>Tom Zambrotta</td>
<td>X</td>
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<tr>
<td>Mayor Ari Bernstein</td>
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<td></td>
<td>X</td>
</tr>
<tr>
<td>Catherine Shaw, President</td>
<td>X</td>
<td></td>
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</tr>
</tbody>
</table>
Correspondence

Nothing to report

Director’s Report

Youth Services Report
Adult Program Report
Administrator’s Summary
Value to the Community Statistical Report (inclusive of circulation & traffic)

The BBCLS study was informative. Pre-Covid numbers have definitely returned among child users, but adult usage still remains higher in e-content right now.

Nancy continues to provide a wonderful variety of adult classes that are all highly subscribed.

The ESL tutoring program is proceeding well. There are 11 Allendale residents that have volunteered and become certified as tutors. They are currently providing tutoring to 17 Allendale residents.

The Board discussed the desire to renew the Shakespeare in the Park program in some new capacity, given the organization previously used is no longer touring.

Committee Reports

1. Board Liaison to the Friends of the Library (FOL)
   Liaisons: Sheila Granowitz and Jackie McSwiggan
   Current Financial Status:
   Bank Balance: $30,698
   Book Sales for October 2022: $593
   Special Projects Account Balance: $89,098
   *All figures stated are rounded to the nearest dollar.

   The Friends had a private tour of the Fell House on November 9th. The Friends are going to sponsor a holiday lunch on December 9th at Ramsey Country Club.

2. Communications Committee
   Members: Sheila Granowitz, Sarah Dunlavy, and Jim Wright and Tom Zambrotta
   Chair: Tom Zambrotta

   Nothing to report.

3. Facilities Committee
   Members: Mayor Ari Bernstein and Jackie McSwiggan
   Chair: Jackie McSwiggan
Several maintenance items were addressed this past month, including brighter lighting throughout the library. There are other items which will be discussed in the coming months.

4. **Finance Committee**  
   Members: Sarah Dunlavy, Jill Webb and Tom Zambrotta  
   Chair: Jill Webb

   Nothing to report

5. **Human Resource Committee**  
   Members: Melissa Duncan, Catherine Shaw and Jill Webb  
   Chair: Catherine Shaw

   The HR Committee will be meeting before the December board meeting.

6. **Nominating Committee**  
   Members: Jim Wright, Sheila Granowitz, and Sarah Dunlavy  
   Chair: Sheila Granowitz

   Nominees were put forward to the Executive Committee. The vote will be conducted at the January board meeting.

7. **Policies and Procedures Committee**  
   Members: Melissa Duncan, Jackie McSwiggan and Catherine Shaw  
   Chair: Melissa Duncan

   The committee will meet in the new year to discuss the policies on the code of conduct and book challenges.

8. **Strategic and Capital Planning Committee**  
   Members: Melissa Duncan, Jackie McSwiggan, Catherine Shaw and Jill Webb  
   Chair: Jackie McSwiggan

   The committee will meet in the new year to discuss applying for several grants.

**Unfinished Business:**  
None

**New Business:**  
None

**Resolutions from this meeting:**  
None
Adjournment
The Board of Trustees’ meeting closed at 8:15PM on a motion by Jim Wright and seconded by Jackie McSwiggan. All present voted in favor.

Next Meeting:
Regular Business Meeting: Thursday, December 15, 2022 at 7:00 PM

Submitted By:
Sarah Dunlavy
Secretary