

LEE MEMORIAL LIBRARY
Regular Meeting of the
BOARD OF TRUSTEES
Thursday, November 17, 2022

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

	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

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