

**LEE MEMORIAL LIBRARY**  
**Regular Meeting of the**  
**BOARD OF TRUSTEES**  
**Thursday, December 15, 2022**

**Call to order**

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

Present at the meeting were: Catherine Shaw, Sarah Dunlavy, Sheila Granowitz, Jackie McSwiggan, Jim Wright, Melissa Duncan, Jill Webb, Library Director Susan Wilkinson, and Library Executive Administrator Patricia Durso.

Absent: Mayor Ari Bernstein, Tom Zambrotta.

There were no members of the public present.

**Mayor & Council Agenda Items**

No member of Town Council was present to provide a report. The Board would like to thank Mayor Ari Bernstein for his dedication to the community.

**Approval of Minutes**

The minutes of the November 17, 2022 regular meeting were reviewed and approved on a motion by Melissa Duncan and seconded by Jim Wright. All voted in favor.

**Financial Reports**

**Final Bill List for December 2022**

The Board reviewed the December Bill List for \$85,955.38. out of the Operating Account, \$0 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 Sheila Granowitz.

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**

Ms. Wilkinson would like to say thank you to Board and Patty for the lovely holiday staff dinner.

## **Director's Report**

**Youth Services Report**

**Adult Program Report**

**Administrator's Summary**

**Value to the Community Statistical Report**

The programs for youth and adult services continue to grow and improve. They continue to serve the community very well.

Much of the DVD Collection in the Children's Area was deaccessioned from the collection; the most popular titles were moved to the general area of the library and reorganized. Porch Pick-up has officially ended.

Lights that had dimmed to an untenable level in the Children's Area were replaced this month by the DPW.

## **Committee Reports**

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

Chair: Sheila Granowitz

Liaisons: Sheila Granowitz and Jackie McSwiggan

Current Financial Status:

Bank Balance: \$31,554

Book Sales for November 2022: \$742

Special Projects Account Balance: \$91,069

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

The library received a donation from the Friends for museum passes and hotspots in the amount of \$5,025.

Solicitations for support of the library on "Giving Tuesday" resulted in donations of \$1,945.

Annual dues of \$10 for Friends membership are now due.

The Friends of the Library would like to wish everyone a wonderful holiday and happy New Year. The Board would like to thank the Friends for all their hard work on behalf of the library.

The Friends of the Library had their holiday luncheon at the Ramsey Country Club.

### **2. Communications Committee**

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

Chair: Tom Zambrotta

The new informational pocket guides about the library will be distributed to every household in Allendale in January.

**3. Facilities Committee**

Members: Mayor Ari Bernstein and Jackie McSwiggan

Chair: Jackie McSwiggan

DPW replaced 60 lightbulbs in the Children’s Area in December.

**4. Finance Committee**

Members: Sarah Dunlavy, Jill Webb and Tom Zambrotta

Chair: Jill Webb

Ms. Webb proposed the transfer of \$6300 from the Operating Account to the Capital Improvements Account.

**Resolution 2022-R17**

Be it hereby resolved by the Trustees of Lee Memorial Library on December 15, 2022 to approve the transfer of \$6,300 from the Library Operating Account to the Capital Improvements Account.

Motion to accept the Resolution: Jackie McSwiggan

Second the motion: 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			

**5. Human Resource Committee**

Members: Melissa Duncan, Catherine Shaw and Jill Webb

Chair: Catherine Shaw

Nothing to report

**6. Nominating Committee**

Members: Jim Wright and Sheila Granowitz  
Chair: Sheila Granowitz

A vote for officers for the Board of Trustees will be held during the January reorganization 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 several new policies and procedures.

**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.

**Executive Session**

A motion to go in to executive session was made by Melissa Duncan and seconded by Jim Wright. Catherine Shaw opened executive session at 7:48PM.

A motion to end the executive session was made by Melissa Duncan and seconded by Sarah Dunlavy. Executive session was ended at 7:59PM, when Regular Public Session resumed.

**Resolution 2022-R18**

Be it hereby resolved by the Trustees of Lee Memorial Library on December 15, 2022 to approve a change in employment status for Susan McCaffery Wilkinson from the position of full-time Library Director to part-time Adult Services Librarian, per the employee’s request, effective January 2, 2023 and in accordance with the terms detailed in the exhibit attached herein.

Motion to accept the Resolution:                    Jim Wright  
Second the motion:                                    Melissa Duncan

The Roll Call Vote yielded approval as follows:

### Roll Call Vote Board of Trustees

	Yes	No	Abstain	Not Present
<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			

### Resolution 2022-R19

Be it hereby resolved by the Trustees of Lee Memorial Library on December 15, 2022 to appoint Library Executive Administrator to the position of Interim Director effective January 2, 2023.

Motion to accept the Resolution:                      Melissa Duncan  
Second the motion:    Jackie McSwiggan

The Roll Call Vote yielded approval as follows:

### Roll Call Vote Board of Trustees

	Yes	No	Abstain	Not Present
<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			

### Unfinished Business:

None

### New Business:

None

## **Resolutions from this meeting:**

2022-R13: Transfer of Funds from the Library Operating Account to the Capital Improvements Account.

2022-R14: Change employment status of Susan McCaffery Wilkinson

2022-R15: Appoint Patricia Durso as Interim Director

## **Adjournment**

The Board of Trustees' meeting closed at 8:05PM on a motion by Jim Wright and seconded by Jackie McSwiggan. All present voted in favor.

## ***Next Meeting:***

**Reorganization Meeting: Thursday, January 19 at 7:00pm**

**Regular Business Meeting: Thursday, January 19 at 7:15pm**

Submitted By:  
Sarah Dunlavy  
Secretary