

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

Call to order

Catherine Shaw called the meeting to order at 7:00PM.

Present at the meeting were: Trustees Catherine Shaw, Melissa Duncan, Jackie McSwiggan, Jim Wright, and Jill Webb, Mayor's Representative Matt O'Toole, Library Director Susan Wilkinson, and Library Executive Administrator Patricia Durso.

Absent: Trustees Sarah Dunlavy, Sheila Granowitz, and Tom Zambrotta.

There were no members of the public present.

Mayor & Council Agenda Items

Ms. Shaw inquired about the status of Allendale Festival Day, originally slated for September 17. Mr. O'Toole shared that a scaled-down community gathering is planned for October 15 from 2:00pm – 4:00pm, and noted that the Chamber of Commerce, not the Borough, sponsors and manages this event.

Ms. Shaw asked Mr. O'Toole to identify the ten streets in Allendale that are anticipated to be paved this fall. He will follow up.

Trustees and library management shared their concerns that the Borough's master plan, inclusive of the capital plan, does not take into account the needs of the library to adequately serve the community. Ms. Shaw stated that the minimum legally-required funding from taxpayer receipts covers only operating expenses on a year-to-year basis. Ms. Durso noted that only 1.3% of the total tax levy for Allendale property holders is directed to the library. Various concerns about the state of the facility were raised. Mr. O'Toole noted that Amy Wilczynski, Council President, is the chairman of the Budget Committee. He will share these concerns with her. Ms. McSwiggan formally requested a meeting with the Mayor, Council President, and Director of Operations to review facility-related issues.

Approval of Minutes

The minutes of the July 21, 2022 regular meeting were reviewed and approved on a motion by Melissa Duncan and seconded by Jim Wright. All voted in favor.

The minutes of the August 23, 2022 special meeting were reviewed and approved on a motion by Jill Webb and seconded by Catherine Shaw. All voted in favor with the exception of Melissa Duncan, Jackie McSwiggan, and Jim Wright, who abstained.

Financial Reports

Bill List for August 2022

The Board reviewed the August Bill List in the amount of 41,552.22 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 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 |
| Matt O'Toole | | | | X |
| Catherine Shaw, President | X | | | |

Bill List for September 2022

The Board reviewed the September Bill List in the amount of 41,932.42 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 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 |
| Matt O'Toole | | | | X |
| Catherine Shaw, President | X | | | |

Correspondence

No correspondence. Ms. Shaw complimented and thanked Mr. Wright for his captivating social media posts on the “Allendale’s Butterfly Summer” project he implemented at the library.

Director’s Report

Youth Services Report

Adult Program Report

Administrator’s Summary

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

Ms. Wilkinson reviewed the onboarding status of new hires in three positions at the library; a weeding project in the Reference section that updated our collection; progress in attracting tutors and students for the library’s ESL program; and an update on the disruption (and ultimate recovery) from a ransomware attack on the systems of the national distributor the library uses for book acquisitions.

Ms. Durso reported on the success of the library’s Summer Reading Program for children and adults. Board members reiterated their support for Sensory Playdate sessions for youngsters on the autism spectrum and with sensory processing disorders. Activities offered by the Teen Coordinator were discussed. It was noted that adult reading and program attendance flourished in the summer, with a strong variety of offerings. Monthly circulation increased 4.5% year-over-year. It was stated that the number of people visiting the library has increased an average of 32% per day in September 2022 compared to September 2021, a welcome development but also a challenge in terms of the structure’s ability to house them.

Committee Reports

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

Catherine reporting for Sheila Granowitz

Liaisons: Sheila Granowitz and Jackie McSwiggan

Current Financial Status:

Bank Balance: \$28,932

Book Sales for August 2022: \$580

Special Projects Account Balance: \$85,714

*All figures stated are rounded to the nearest dollar.

The annual Friends of the Library Mums Sale is underway, with an order and payment deadline of September 16. One thousand plants were sold last year. Only about half that many have been ordered this year, probably owing to the short ordering window between Labor Day and pick up date. In 2023, the order deadline will be pushed back and the pick-up date will be in October.

Ms. Webb will coordinate content for an informational flyer focusing especially on newer library services such as Borrowing Beyond Books, to be distributed to each person who picks up flowers at the Red Barn at Crestwood Park on Thursday, September 29. Ms.

Duncan offered to defray the library's production costs by printing brochures at her company office. Trustees are requested to be on hand to help unload product and greet and engage residents at the pick-up event. While it has been announced that the library will not be expanding into the Borough Hall office space, trustees will continue to emphasize the need for library renovation and expansion, and the key role community fundraising plays in that endeavor.

2. Communications Committee

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

Ms. McSwiggan recommended that the library distribute its Code of Conduct through the K-8 schools, in order that parents might familiarize themselves with the requirements and then review them with their children. Ms. Durso will contact school superintendent Michael Barcadepone to secure a date for this message to be disseminated.

3. Facilities Committee

Members: Mayor Ari Bernstein and Jackie McSwiggan
Chair: Jackie McSwiggan

The Library Facilities Committee is making arrangements to meet with the Borough Facilities Committee to discuss building-related issues.

4. Finance Committee

Members: Sarah Dunlavy, Jill Webb and Tom Zambrotta
Chair: Jill Webb

The final Report of Audit of Financial Statements for the Year Ended 12/31/2021 for the Allendale Free Public Library was delivered by the certified public accounting firm of Lerch, Vinci & Bliss, LLP. It was a clean report with no recommendations for changes in the library's financial and accounting practices. A vote was conducted to approve the adoption of the report.

Lee Memorial Library - Resolution - 2022R-14

Be it hereby resolved by the Trustees of Lee Memorial Library on September 15, 2022 to approve the adoption of the Report of Audit on Financial Statements for the Year Ended December 31, 2021 as prepared by Lerch, Vinci & Bliss, LLP, Certified Public Accountants.

Motion to accept the Resolution: Jill Webb

Second the motion: Melissa Duncan

**Roll Call Vote:
Board of Trustees**

| | YES | NO | ABSTAIN | NOT PRESENT |
|--|-----|----|---------|----------------|
| • Jackie McSwiggan, Vice President | X | | | |
| • Jill Webb, Treasurer | X | | | |
| • Sarah Dunlavy, Secretary | | | | X |
| • Sheila H. Granowitz | | | | X |
| • Jim Wright | X | | | |
| • Tom Zambrotta | | | | X |
| • Melissa Duncan, Supt. Rep. | X | | | |
| • Matt O'Toole, Mayor's Representative | X | | | |
| • Catherine Shaw, President | X | | | |

Date: 9/15/2022
Signed: Patricia Durso
Office: Library Executive Administrator

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
 Nothing to report

7. Policies and Procedures Committee

Members: Melissa Duncan, Jackie McSwiggan and Catherine Shaw
 Chair: Melissa Duncan
 Nothing to report

8. Strategic and Capital Planning Committee

Members: Melissa Duncan, Jackie McSwiggan, Catherine Shaw and Jill Webb
 Chair: Jackie McSwiggan
 Nothing to report

Unfinished Business:

None

New Business:

- Establishing the schedule of board of trustee meetings for 2023*
- Establishing the library holiday and closing schedule for 2023*

Resolutions from this meeting:

- 2022 R14 Approve Adoption of Report of Audit of Financial Statements Ended
12/31/2021 as Prepared by Lerch, Vinci & Bliss, LLP**
- 2022 R15 Approve 2023 Schedule of Library Board of Trustee Meetings**
- 2022 R16 Approve 2023 Library Holiday & Closing Schedule**

Adjournment

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

Next Meeting:

Regular Business Meeting: Thursday, October 20, 2022 at 7:00 PM

Submitted By:

Patricia Durso

Library Executive Administrator

****See resolutions addressing new business cited above beginning on the following page.***

Lee Memorial Library

Resolution 2022R-15

Be it hereby resolved by the Trustees of Lee Memorial Library on October 15, 2022 to approve the 2023 schedule of board meetings as attached herein.

Motion to accept the Resolution: Melissa Duncan

Second the motion: Jim Wright

Roll Call Vote: Board of Trustees

| | YES | NO | ABSTAIN | NOT PRESENT |
|--|-----|----|---------|----------------|
| • Jackie McSwiggan, Vice President | X | | | |
| • Jill Webb, Treasurer | X | | | |
| • Sarah Dunlavy, Secretary | | | | X |
| • Sheila H. Granowitz | | | | X |
| • Jim Wright | X | | | |
| • Tom Zambrotta | | | | X |
| • Melissa Duncan, Supt. Rep. | X | | | |
| • Matt O'Toole, Mayor's Representative | X | | | |
| • Catherine Shaw, President | X | | | |

Date: 9/15/2022

Signed: Patricia Durso

Office: Library Executive Administrator

LEE MEMORIAL LIBRARY
2023 REGULAR BUSINESS MEETINGS OF THE BOARD

Regular business meetings of the Lee Memorial Library Board of Trustees will take place at 500 West Crescent Avenue and/or, when deemed necessary by the board pursuant to New Jersey State regulations, by means of remote communication at 7:00PM on the following dates:

- January 19, 2023
- February 16, 2023
- March 16, 2023
- April 20, 2023
- May 18, 2023
- June 15, 2023
- July 20, 2023
- September 21, 2023
- October 19, 2023
- November 16, 2023
- December 21, 2023

In compliance with the New Jersey Nonprofit Corporation Act, during a state of emergency declared by the Governor, meetings may be held in part or solely by means of remote communication. Absent a state of emergency, meetings may be held in part by remote communication providing the meeting is otherwise called for a designated location. Any or all members may participate in a meeting of the board or a committee of the board by means of conference telephone, Internet, or satellite-enabled audio or video conferencing, or any other technology that enables the remote participant and all persons participating in the meeting to be clearly audible to one another.

Lee Memorial Library

Resolution 2022R-16

Be it hereby resolved by the Trustees of Lee Memorial Library on October 15, 2022 to approve the 2023 Holiday and Closing Schedule as attached herein.

Motion to accept the Resolution: Jackie McSwiggan

Second the motion: Melissa Duncan

Roll Call Vote: Board of Trustees

| | YES | NO | ABSTAIN | NOT PRESENT |
|--|-----|----|---------|----------------|
| • Jackie McSwiggan, Vice President | X | | | |
| • Jill Webb, Treasurer | X | | | |
| • Sarah Dunlavy, Secretary | | | | X |
| • Sheila H. Granowitz | | | | X |
| • Jim Wright | X | | | |
| • Tom Zambrotta | | | | X |
| • Melissa Duncan, Supt. Rep. | X | | | |
| • Matt O'Toole, Mayor's Representative | X | | | |
| • Catherine Shaw, President | X | | | |

Date: 9/15/2022

Signed: Patricia Durso

Office: Library Executive Administrator

LEE MEMORIAL LIBRARY
2023 HOLIDAY AND CLOSING SCHEDULE

| <u>HOLIDAY</u> | <u>DAY & DATE</u> | <u>STATUS</u> |
|------------------------|--|-------------------------------------|
| New Year's Day | January 2, 2023 (Monday – observed) | Closed |
| President's Day | February 20, 2023 (Monday) | Closed |
| Good Friday | April 7, 2023 (Friday) | Closed |
| Memorial Day | May 29, 2023 (Monday) | Closed |
| Independence Day | July 4, 2023 (Tuesday) | Closed |
| Labor Day Weekend | September 2, 2023 (Saturday) | Closed |
| Labor Day | September 4, 2023 (Monday) | Closed |
| Veterans Day | November 10, 2023 (Friday – observed) | Open Holiday for full time staff |
| Thanksgiving Eve | November 23, 2023 (Wednesday) | Early Closing (3:00PM) |
| Thanksgiving Day | November 23, 2023 (Thursday) | Closed |
| Day After Thanksgiving | November 24, 2023 (Friday) | Closed |
| Christmas Day | December 25, 2023 (Monday) | Closed |