

LEE MEMORIAL LIBRARY
Regular Meeting of the
BOARD OF TRUSTEES
Thursday, January 19, 2023

Call to order

Catherine Shaw called the meeting to order at 7:14PM.

Present at the meeting were: Catherine Shaw, Sarah Dunlavy, Sheila Granowitz, Jackie McSwiggan, Melissa Duncan, Mayoral Representative Suzanne Lovisolo (left at 7:25 for a Council obligation), and Interim Library Director Patricia Durso.

Absent: Tom Zambrotta, Jim Wright, Jill Webb.

There were no members of the public present.

Mayor & Council Agenda Items

The Board was pleased to welcome Suzanne Lovisolo as the new mayoral representative from Town Council.

Tyler Yaccarino was sworn in tonight as a new councilmember. The Council will be voting shortly on filling the council seat vacated by newly elected Mayor Amy Wilczynski. Liz Homan was voted in as Council President.

Approval of Minutes

The minutes of the December 15, 2022 regular meeting were reviewed and approved on a motion by Jackie McSwiggan and seconded by Melissa Duncan. All voted in favor.

Financial Reports

Final Bill List for January 2023

The Board reviewed the December Bill List for \$37,446.01 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 Jackie McSwiggan and seconded by Melissa Duncan.

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
Suzanne Lovisolo				X
Catherine Shaw, President	X			

Ms. Lovisolo left early at 7:25 for a Mayor and Council meeting.

Correspondence

No correspondence.

Director's Report

Youth Services Report

Adult Program Report

Administrator's Summary

Value to the Community Statistical Report

Twice a month, Sensory Playdate is continuing to be a success for the special needs youth community. In addition, an initiative is underway in conjunction with Carly Dries from Brookside School to provide learning opportunities for special needs students from both Hillside and Brookside at the library.

There will be a staff meeting in February regarding First Amendment Audits.

Among the hundreds of adult programs offered at the library in 2022, there were 84 unique program offerings with 1330 total participants.

Eric Losauskas, BCCLS Director of Information Technology, has accepted the position of Executive Director of the Middlesex County library consortium. A search for a qualified replacement is underway.

In 2022, the library lent over 102,000 items. The library is very much demonstrating that it is a vital and essential part of the community.

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: \$26,704

Book Sales for November 2022: \$420

Special Projects Account Balance: \$96,266

*All figures stated are rounded to the nearest dollar.

Two hundred passes for The American Museum of Natural History will be purchased for \$2,000 in February.

There was a fairly large influx of end of year giving which has helped boost the Special Projects Account by over \$5,000 in the last month.

2. Communications Committee

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

Nothing to report. The brochure has been submitted to the printer.

3. Facilities Committee

Members: Mayor Amy Wilczynski and Jackie McSwiggan
Chair: Jackie McSwiggan

Nothing to report.

4. Finance Committee

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

The Finance Committee will be meeting in February to discuss the budget.

5. Human Resource Committee

Members: Melissa Duncan, Catherine Shaw and Jill Webb
Chair: Catherine Shaw

The committee met in December and made recommendations to incorporate into the budget.

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

The committee will meet soon 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 coming months.

Unfinished Business:

None

New Business:

Patricia Durso is the new Interim Director effective from January 1st, 2023. The Board would like to share its deep appreciation to Patty for all the work she has done and her continued dedication to the library.

The Board is considering changing the monthly meeting day to accommodate the trustees and council representatives better. Tuesdays have been suggested.

Resolutions from this meeting:

No new resolutions.

Adjournment

The Board of Trustees' meeting closed at 8:26PM on a motion by Jackie McSwiggan and seconded by Melissa Duncan. All present voted in favor.

Next Meeting:

Regular Business Meeting: Thursday, February 16th at 7:00pm

Submitted By:
Sarah Dunlavy
Secretary