

LEE MEMORIAL LIBRARY
Regular Meeting of the
BOARD OF TRUSTEES
Thursday, February 16, 2023

Call to Order

Catherine Shaw called the meeting to order at 7:05PM.

Present at the meeting were: Catherine Shaw, Sarah Dunlavy, Sheila Granowitz (joined at 7:24pm), Jackie McSwiggan, Melissa Duncan, Mayoral Representative Susanne Lovisolo, Mayor Amy Wilczynski, Jim Wright (left at 7:48pm), Jill Webb, Tom Zambrotta, Library Adult Programming & Outreach Librarian Nancy Clauss, and Executive Administrator & Interim Library Director Patricia Durso.

Absent: no absences.

No members of the public were in attendance.

Oath of Office

Mayor Wilczynski administered the Lee Memorial Library Trustee's oath of office, as follows, to Ms. Webb and Mr. Wright.

OATH OF OFFICE
STATE OF NEW JERSEY
COUNTY OF BERGEN

I, **Jill Webb**, do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of New Jersey, that I will bear true faith and allegiance to the same and to the Governments established in the United States and in this State, under the Authority of the People, and that I will faithfully, impartially and justly perform all the duties of the office of the Trustee of the Lee Memorial Library to the best of my ability, so help me God.

Signed by: Jill Webb

Sworn and subscribed before me this 16th day of February 2023.

I, **James Wright**, do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of New Jersey, that I will bear true faith and allegiance to the same and to the Governments established in the United States and in this State, under the Authority of the People, and that I will faithfully, impartially and justly perform all the duties of the office of the Trustee of the Lee Memorial Library to the best of my ability, so help me God.

Signed by: James Wright

Sworn and subscribed before me this 16th day of February 2023.

Approval of Minutes

The minutes of the January 19, 2023 regular meeting were reviewed and approved on a motion by Melissa Duncan and seconded by Jackie McSwiggan. All voted in favor. Jill Webb, Tom Zambrotta, Jim Wright, and Mayor Wilczynski abstained.

Financial Reports

Final Bill List for February 2023

The Board reviewed the February Bill List for \$ 46,762.76 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 Tom Zambrotta.

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 Amy Wilczynski	X			
Catherine Shaw, President	X			

Mayor & Council Agenda Items

The Board would like to welcome Mayor Amy Wilczynski to her first library board meeting as mayor.

The demolition of 220 West Crescent was completed. The building of 70 rental apartment units will begin first. The new municipal building will sit in front of those units. Z+ Architects developed all the plans. A committee will be created from the community to help determine the use of space for the community center. Projecting a year and a half for completion.

The town clock will be repaired in the next few weeks. Completion of the streetscape is underway.

Alison Altano has been named the new municipal CFO.

Mayor Wilczynski is looking forward to having an open discourse over the library’s needs in the coming weeks. A Facilities Committee meeting will be scheduled to discuss maintenance needs as well as the long-term vision for the library.

Correspondence

No correspondence.

Director's Report

Youth Services Report

Adult Program Report

Administrator's Summary

Value to the Community Statistical Report

The library is pursuing options to present Shakespeare in Our Park this spring.

Nancy Clauss described several new programs that are gaining traction, particularly in Allendale's elderly community. The Take and Make Craft for January, a flower votive, was very successful. Blind Date with a Book is up and running and has been successful so far. All participants are entered into a drawing for a box of candy.

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: \$27,319

Book Sales for January 2023: \$673

Special Projects Account Balance: \$98,703

*All figures stated are rounded to the nearest dollar.

The Friends of the Library are in the process of meeting to discuss the Friends fundraising letter.

2. Communications Committee

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

Chair: Tom Zambrotta

The committee will schedule a meeting in the coming weeks to discuss the Friends fundraising letter.

3. Facilities Committee

Members: Mayor Amy Wilczynski, Jackie McSwiggan, and Catherine Shaw

Chair: Jackie McSwiggan

A committee meeting will be scheduled in the next two weeks with Mayor Wilczynski to discuss the immediate capital needs of the library.

4. Human Resource Committee

Members: Melissa Duncan, Catherine Shaw and Jill Webb

Chair: Catherine Shaw

Two resolutions, one on the approval of salary and wage increases and the other on the hiring of a new circulation associate, were passed. (2023 R4 and R5)

5. Finance Committee

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

The Board discussed the proposed 2023 Operating Budget. A resolution was passed to approved the budget. (2023 R6)

A resolution to move the residual funds in the operating account from 2022 to the capital account was passed. (2023 R7)

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 soon.

9. Executive Session

A motion to go into closed session at 8:08pm was made by Jill Webb and seconded by Tom Zambrotta.

A motion to close executive session and reopen regular session at 8:15pm was made by Jackie McSwiggan and seconded by Sarah Dunlavy.

Unfinished Business:

The Board discussed changing the monthly meeting day from Thursday to a more convenient day for Board members. However, it was determined that Thursday is still the best day. There was a suggestion to move the time from 7pm to 6:30pm. For now, the meeting time will stay as is, but there will be an ongoing discussion.

New Business:

No new business.

Resolutions from this meeting:

2023 R4 – Salary and Wage Increases 2023

2023 R5 – Hire John Jenkins as Circulation Associate

2023 R6 – Adopt 2023 Annual Operating Budget

2023 R7 – Transfer portion of 2022 Residual Operating Account to Capital Account

Adjournment

The Board of Trustees' meeting closed at 9:12PM on a motion by Melissa Duncan and seconded by Tom Zambrotta. All present voted in favor.

Next Meeting:

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

Submitted By:
Sarah Dunlavy
Secretary