

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

Call to Order

Catherine Shaw called the meeting to order at 7:04PM.
 Present at the meeting were: Jackie McSwiggan, Catherine Shaw, Jill Webb, Mayor Amy Wilczynski, Jim Wright, Tom Zambrotta, Adult Programming & Outreach Librarian Nancy Clauss, and Executive Administrator & Interim Library Director Patricia Durso.
 Absent: Melissa Duncan, Sarah Dunlavy, and Sheila Granowitz.
 Mayor’s Representative Susanne Lovisolo was in attendance from the public.

Approval of Minutes

The minutes of the February 16, 2023 regular meeting and Executive Session were reviewed and approved on a motion by Tom Zambrotta and seconded by Jim Wright. All voted in favor.

Financial Reports

Bill List for March 2023

The Board reviewed the March Bill List for \$73,989.14 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 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			X
Sheila H. Granowitz				X
Jim Wright	X			
Tom Zambrotta	X			
Mayor Amy Wilczynski	X			
Catherine Shaw, President	X			

Mayor & Council Agenda Items

Library Facilities Committee members met with the Borough Facilities Committee and elected officials to discuss building issues at 500 West Crescent Avenue. As a result, it was determined that:

- 1) The 2nd floor kitchen will be renovated as part of the current Borough capital budget.
- 2) Bottle filler/water fountains will be installed on the first and second floors.
- 3) A vent for the first-floor ladies' bathroom will be ordered.

Ms. Shaw inquired about replacing the HVAC system and renovating the bathrooms. The mayor indicated that neither is under consideration.

Correspondence

No correspondence.

Director's Report

Youth Services Report – No report provided by deadline

Adult Programming & Outreach Report

Administrator's Summary

Value to the Community Statistical Report

A new informational brochure was mailed to every Allendale residence on March 1. A Pocket Guide to the library is now available and will be distributed for promotional purposes in Chamber of Commerce welcome baskets, at Festival Day the Friends' mums sale pickup event, and at the library.

Ms. Clauss highlighted popular adult programs. In partnership with the library, the Allendale Ambulance Corps will have trained over 120 residents in CPR by the end of March. A 2 ½ hour Zentangle art workshop sold out and was exceptionally well received. A follow-on class is planned. Demand to participate in the Dementia Caregiver Support Group has been stronger than expected. A program centered on Academy Award contenders attracted sustained interest. The Brookside auditorium is available to the library on select Saturday evenings in late April or early May. The Administrator will determine if the touring Shakespeare company we hope to engage can be contracted for either date.

Ms. Durso reported that the library will offer 5G service and unlimited data for its mobile hotspots, beginning April 1. Previously, the devices operated on 3G service and there had been a cap on data usage, which was often reached early in the billing cycle (leaving later borrowers in the lurch.) The new service doubles the monthly cost but provides faster, unrestricted performance.

Onsite usage of the library in February increased by 1200 visitors compared to the same month last year. With circulation of books and other materials flat year-over-year, the uptick in library usage is attributable to increased program attendance, tutoring, after-school visits and the like.

A new circulation associate has been onboarded and is making good progress.

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: \$25,192
Book Sales for February 2023: \$630
Special Projects Account Balance: \$98,898
*All figures stated are rounded to the nearest dollar.

On March 23, representatives of the Friends of the Library and members of the library board will finalize the annual campaign letter drafted by resident Tom White. It is expected to be mailed to all Allendale addresses in early April.

2. Communications Committee

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

As above, representatives of the Friends of the Library and members of the Communications Committee will finalize the annual campaign letter drafted by resident Tom White on March 23.

3. Facilities Committee

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

Ms. McSwiggan and Ms. Durso met with the Mayor, Councilwoman Lovisolo, Borough Facilities Committee Chairman Tyler Yaccarino and Director of Operations Ron Kistner to discuss the needs of the facility and to hash out responsibilities for undertaking repairs, renovations, and long-term projects. The mayor, councilwoman and facilities chair concluded that some projects could be immediately addressed and would appropriately be financed directly through the Borough budget. See "Mayor & Council Report" above.

4. Human Resource Committee

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

Nothing to report.

5. Finance Committee

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

Following a special board meeting to authorize the action, a Certificate of Deposit at Provident Bank in the amount of \$225,900 was renewed for a term of 12 months at a 3.75% interest rate.

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 plans to review policies and procedures regarding children's presence in the library and challenges to titles in the collection.

8. Strategic and Capital Planning Committee

Members: Melissa Duncan, Jackie McSwiggan, Catherine Shaw and Jill Webb

Chair: Jackie McSwiggan

Having opened a dialogue with elected officials regarding project responsibilities at the 500 West Crescent Avenue site, the committee is ready to proceed with its planning for a new 5-year capital plan, to commence in 2024.

Unfinished Business:

None.

New Business:

Ms. McSwiggan reported that the library will take the lead in reconstituting a newcomers-type group in Allendale, with plans to identify individuals and families new to town and host quarterly gatherings that bring these neighbors together. Planning is underway with expected assistance from Ms. Webb, Ms. Shaw, and Ms. Dunlavy.

Resolutions from this meeting:

No resolutions were introduced at this meeting.

Adjournment

The Board of Trustees' meeting closed at 8:01PM on a motion by Tom Zambrotta and seconded by Jim Wright. All present voted in favor.

Next Meeting:

Regular Business Meeting: Thursday, April 20, 2023 at 7:00pm

Submitted By:

Patricia Durso

Library Executive Administrator/Interim Director