LEEMEMORIAL LIBRARY
Regular Meeting of the
BOARD OF TRUSTEES
Thursday, April 20, 2023

Call to Order
Catherine Shaw called the meeting to order at 7:06PM.
Present at the meeting were: Catherine Shaw, Sarah Dunlavy, Mayoral Representative Susanne Lovisolo, Jim Wright, Jill Webb, Adult Programming & Community Outreach Librarian Nancy Clauss, and Executive Administrator-Interim Library Director Patricia Durso.
Absent: Melissa Duncan, Sheila Granowitz, Jackie McSwiggan, and Tom Zambrotta.
There were no members of the public present.

Approval of Minutes
The minutes of the March 16, 2023 regular meeting were reviewed and approved on a motion by Susanne Lovisolo and seconded by Jill Webb. Sarah Dunlavy abstained. All others voted in favor.

Financial Reports

Final Bill List for April 2023
The Board reviewed the April Bill List for $47,337.32 out of the Operating Account, $150 out of the Restricted Funds Account, and $0 out of the Capital Account.

A motion to approve the bill list was made by Jill Webb and seconded by Susanne Lovisolo.

The Roll Call vote yielded approval, as follows:

Roll Call Vote Board of Trustees

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<tr>
<th>Name</th>
<th>Yes</th>
<th>No</th>
<th>Abstain</th>
<th>Not Present</th>
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<tr>
<td>Jackie McSwiggan, Vice President</td>
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<tr>
<td>Jill Webb</td>
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<td>Sarah Dunlavy, Secretary</td>
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<td>Melissa Duncan</td>
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<td>Sheila H. Granowitz</td>
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<td>Jim Wright</td>
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<td>Tom Zambrotta</td>
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<tr>
<td>Susanne Lovisolo</td>
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<tr>
<td>Catherine Shaw, President</td>
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Mayor & Council Agenda Items

Several quotes are currently being sought for the kitchen renovation in the library.

Once the budget is approved in May, the water fountains will be installed.

Correspondence

No correspondence.

Director’s Report

Youth Services Report
Adult Program Report
Administrator’s Summary
Value to the Community Statistical Report

There were almost 950 patrons enrolled in programs this past month.

The CPR class was extremely well received and attended.
There is an upcoming photography class, as well as a basket-making craft workshop.

Over 20 people have gone through the ESOL training. The library has been able to satisfy the demand thus far, but there is a need for more tutors.

Brookside’s 6th graders are doing a research project that required the entire grade to come in and find materials. The youth librarian delivered a class at the school to all sections of the grade on discerning trusted sources.

The Sensory playgroup occurred twice last month and continues to be a success.

The library had 1,226 more visits in March, 2023 than we did last month.

Committee Reports

1. Board Liaison to the Friends of the Library (FOL)
   Chair: Sheila Granowitz (Catherine Shaw spoke on her behalf)
   Liaisons: Sheila Granowitz and Jackie McSwigan
   Current Financial Status:
   Bank Balance: $25,532
   Book Sales for January 2023: $740
   Special Projects Account Balance: $99,708
   *All figures stated are rounded to the nearest dollar.

   The 2022 fundraising effort has concluded. That letter raised $26,200. The new fundraising letter was sent out and all residents and businesses should have received it by now.
On May 9th, the Friends are having a luncheon social and all members are welcome to attend.

The Friends have generously offered to cover the costs of the mailing of the pocket guide.

2. **Communications Committee**  
   Members: Sheila Granowitz, Sarah Dunlavy, and Jim Wright and Tom Zambrotta  
   Chair: Tom Zambrotta

   Nothing to report.

3. **Facilities Committee**  
   Members: Mayor Amy Wilczynski, Jackie McSwiggan, and Catherine Shaw  
   Chair: Jackie McSwiggan

   A claim was submitted to Orange and Rockland about a street lamp that is out in the rear parking lot of the building.

   The Board would like to explore the possibility to write and submit a grant application to renovate and update the HVAC system in the library.

   A work order will be submitted to the Borough to replace the two Accessible Space signs in the parking lot.

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

   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

   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 met this month and began drafting the new capital plan, which will be a three-year plan, beginning 2024.

**Unfinished Business:**

The Board met and discussed hosting a Newcomers gathering for all families who moved to Allendale in the last three years. The date of the event will be May 12th from 7 to 9pm and handwritten invitations were mailed out to 198 families.

**New Business:**

No new business.

**Resolutions from this meeting:**

None.

**Adjournment**

The Board of Trustees’ meeting closed at 8:15PM on a motion by Sarah Dunlavy and seconded by Jim Wright. All present voted in favor.

**Next Meeting:**

Regular Business Meeting: Thursday, May 18th at 7:00pm

Submitted By:
Sarah Dunlavy
Secretary