

**LEE MEMORIAL 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**

	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Not Present</b>
<b>Jackie McSwiggan, Vice President</b>				X
<b>Jill Webb</b>	X			
<b>Sarah Dunlavy, Secretary</b>	X			
<b>Melissa Duncan</b>				X
<b>Sheila H. Granowitz</b>				X
<b>Jim Wright</b>	X			
<b>Tom Zambrotta</b>				X
<b>Susanne Lovisolo</b>	X			
<b>Catherine Shaw, President</b>	X			

## **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 6<sup>th</sup> 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 McSwiggan

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 9<sup>th</sup>, 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 12<sup>th</sup> 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 18<sup>th</sup> at 7:00pm**

Submitted By:  
Sarah Dunlavy  
Secretary