

LEE MEMORIAL LIBRARY
Regular Meeting of the
BOARD OF TRUSTEES
Thursday, May 18, 2023

Call to Order

Jackie McSwiggan called the meeting to order at 7:03PM.
Present at the meeting were: Sarah Dunlavy, Mayor Amy Wilczynski, Jim Wright, Jill Webb, Nancy Clauss, Interim Library Director Patricia Durso, and Tom Zambrotta
Absent: Catherine Shaw, Sheila Granowitz, and Melissa Duncan.
There were no members of the public present.

Approval of Minutes

The minutes of the April 20, 2023 regular meeting were reviewed and approved on a motion by Jill Webb and seconded by Jim Wright. Tom Zambrotta, Jackie McSwiggan, and Mayor Amy Wilczynski abstained. All others approved.

Financial Reports

Final Bill List for May 2023

The Board reviewed the May Bill List for \$ 59,693.72 out of the Operating Account, \$1,495.74 out of the Restricted Funds Account, and \$0 out of the Capital Account.

A motion to approve the bill list was made by Tom Zambrotta and seconded by Jackie McSwiggan.

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			
Susanne Lovisolo	X			
Catherine Shaw, President				X

Mayor & Council Agenda Items

At the June 15th meeting, the Borough will be honoring former CIA agent Thomas Ward who is retiring after 41 years of service. The Board will also be honoring his relative, Colonel Rick Jackson. Four proclamations will be made in total, including celebrating Armed Services Day by reading out the names of active service members from Allendale. Lastly, Stiles Thomas will be honored on June 17th, and the day will be declared Stiles Thomas Day.

The plan for 220/230 West Crescent is to break ground sometime this Fall. They are still negotiating with contractors.

The Borough has just hired three new police officers.

Correspondence

Rose Bogert, a volunteer who works at Unbridled, sent a letter. A donor had given them a piano and she asked whether the library would want it, picking up the cost of transporting it from their site to ours. Ms. Durso's recommendation would be to graciously decline – the Board agreed.

Correspondence was received from the Chief Executive Officer of Eva's Village, Howard Haughton, thanking the library for its recent involvement in facilitating a service project between young tweens and teens and his organization's clients. The letter thanked the library, stating what a difference the young people made with their participation. Youth Assistant Lauren Shub did a wonderful job organizing this interaction.

Director's Report

Youth Services Report

Adult Program Report

Administrator's Summary

Value to the Community Statistical Report

The library had its first ever Ramadan event.

Dave Hanson, the Executive Director of BCCLS, recently decided to host small group director meetings. At one such meeting, Ms. Durso asked him about the prospect of other libraries joining the system in the future, given the last library joined in 2016. He said there will be a vote to enroll at least one additional library in the cooperative this year. [It was later determined that the library in question is South Orange Public Library.] BCCLS is actively promoting other NJ libraries joining the system, all of which would be outside of Bergen County.

The Dementia Care group had 6 people attend this month and seems to be a success and gaining quite a bit of traction and interest for future meetings.

The social event for Allendale newcomers was a hit. 200 invitations were mailed out, over 103 households responded yes, and about 100 people attended. The Board will consider hosting a similar event in the future. Ms. Durso suggested hosting an event for the town's volunteers.

Adult Summer Reading will be beginning shortly. First-tier prize for reaching reading thresholds is an LML-branded water bottle and the second-tier prize is a cooler lunch box with the LML logo.

There was a watercolor painting workshop which had 15 people attend, which sold out in two hours, with 15 more people on the waiting list. Eric Santoli, the presenter, also does drawing and cartooning classes, which the library would like to incorporate for future programs. The library would also like to have him put a lecture together on his upcoming experience as artist-in-residence at Monet's studio in Giverny, France.

Field Service Dinosaurs will be coming June 15th to run a program for youth as a result of a competition the library won last year. The library is expecting an audience of 60 to 70 children.

The NJ State legislature has provided statutory guidance requiring the library to train at least one employee in the administration of Narcan to reverse opioid overdoses.

Committee Reports

1. Board Liaison to the Friends of the Library (FOL)

Chair: Sheila Granowitz (Patty Durso spoke on her behalf)

Liaisons: Sheila Granowitz and Jackie McSwiggan

Current Financial Status:

Bank Balance: \$25,207

Book Sales for April 2023: \$600

Special Projects Account Balance: \$114,304

*All figures stated are rounded to the nearest dollar.

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

Nothing to report.

4. Human Resource Committee

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

The committee will be meeting shortly to discuss ongoing management succession plans.

5. Finance Committee

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

The audit is in progress and the library anticipates a draft audit in the coming month or two.

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 library will update its employee handbook now that the Borough has updated its employee handbook.

The committee still needs to meet to discuss several policies and procedures.

8. Strategic and Capital Planning Committee

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

The Planning Committee met to discuss some renovation options to maximize the space within the library, including installing several closets to create more storage and replacing some of the furniture with more efficient items.

Unfinished Business:

No unfinished business.

New Business:

No new business.

Resolutions from this meeting:

None.

Adjournment

The Board of Trustees' meeting closed at 8:09PM on a motion by Tom Zambrotta and seconded by Jim Wright. All present voted in favor.

Next Meeting:

Regular Business Meeting: Thursday, June 15th at 7:00pm

Submitted By:
Sarah Dunlavy
Secretary