

**LEE MEMORIAL LIBRARY**  
**Regular Meeting of the**  
**BOARD OF TRUSTEES**  
**Thursday, June 15, 2023**

**Call to Order**

Library Board President Catherine Shaw called the meeting to order at 6:59PM. Present at the meeting were: Trustees Melissa Duncan, Sheila Granowitz, Jackie McSwiggan, Catherine Shaw, Jill Webb, Jim Wright, librarian Nancy Clauss, and Executive Administrator/Interim Library Director Patricia Durso. Absent were: Trustees Sarah Dunlavy and Tom Zambrotta and Mayor Amy Wilczynski. There were no members of the public present.

**Approval of Minutes**

The minutes of the May 18, 2023 regular meeting were reviewed and approved on a motion by Ms. McSwiggan and seconded by Mr. Wright. All voted in favor except Ms. Shaw, who abstained.

**Financial Reports**

**Bill List for June 2023**

The Board reviewed the June Bill List for \$ 54,502.07 from the Operating Account, \$0 from the Restricted Funds Account, and \$0 from the Capital Account.

A motion to approve the bill list was made by Ms. McSwiggan and seconded by Ms. Granowitz.

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>Amy Wilczynski, Mayor</b>				X
<b>Catherine Shaw, President</b>	X			

**Mayor & Council Agenda Items**

Ms. Wilczynski and Councilwoman Susanne Lovisolo were attending a Mayor & Council meeting that conflicted with the library board meeting. In their absence, Ms. Shaw provided an update on the Town Hall meeting hosted by the mayor on June 14:

- There has been concern among some residents regarding the re-opening of a well that had been taken offline due to detectable levels of PFAS, a man-made chemical common in non-stick cookware, water repellent clothing, cosmetics and other everyday items. Most PFAS do not break down and remain in the environment; therefore, the State of New Jersey has stringent testing requirements to detect any water source that exceeds certain thresholds of the chemical. The well water in question has consistently tested slightly above that threshold, which is among the strictest in the country. It was stated that drought conditions and the need to keep the system in ready form for firefighting necessitated bringing the well online again. To reduce the level of PFAS, Veolia, water provider for the Borough, will install a temporary water treatment facility for this well in fall of 2023.
- Citizens raised concerns about building density and fair share housing initiatives. On average, for every unit of affordable housing built, eight market rate units are constructed. Together, these impact water and sewage usage, traffic, and school enrollments, among other issues. It was asserted that beginning in 2025, housing authorities will begin another round of affordable housing assessments for New Jersey municipalities.
- In two weeks, the Borough will begin soliciting construction bids for the Community Center/Basketball Court at the front of the 220 West Crescent Avenue site. With the 70 units sited on a main thoroughfare near an already busy intersection, the mayor shares residents' concerns about traffic. She noted that county environmental studies claimed that there would be minimal impact on traffic once the development is occupied.
- Mr. Wright informed the body that events will be held on Saturday, June 17 at 11:00am in the Celery Farm and from 3:00pm – 5:00pm at the Fell House in honor of longtime Allendale resident and community leader Stiles Thomas, who died on May 7, 2023 at the age of 99. The public is invited to attend.

## **Correspondence**

A letter was received from Bank of America, trustee for the Mary K. Lee Trust, informing the board that the bank will no longer pass trading commissions on to clients for their investment programs.

Kathryn Bleckman, Membership Chairman of the Allendale Garden Club, wrote a gracious note of thanks for permitting the club to conduct its plant sale fundraiser on the library grounds on May 20.

## **Director's Report**

**Inclusive of Circulation & Adult Services Report, Youth Services Report, Adult Programming & Outreach Report, Administrator's Summary, and Value to the Community Statistical Report**

Ms. McSwiggan confirmed with Angela Mattaice, Allendale Tax Assessor, that on request, Ms. Mattaice can provide to the library from public information sources the names and

addresses of new homeowners in the Borough, in order that we may build our engagement efforts with newcomers.

Ms. Clauss detailed the structure of the library's Summer Reading Program, which will have specific programming for children, teens and adults but also special thematic family-oriented events targeted to all ages. She presented board members with custom book marks that graphically and textually depict the summer reading theme, "All Together Now."

The Dementia Care Support Group had six participants this month, in addition to the facilitator. The session was slated to last one hour; however, it was so valuable that it extended to two full hours.

An attendee at the library's Newcomers event indicated that her young children are in after-school care and are unable to avail themselves of library programs during the week. It was suggested that we consider Saturday programming. The Youth Services Librarian is on board with this suggestion and will plan some Saturday programming beginning in the fall.

At BCCLS System Council on May 15, 2023 the South Orange Public Library was accepted as the consortium's 78<sup>th</sup> member library. It is expected, following a migration from its current Integrated Library System platform, that South Orange will officially enter the cooperative in January 2024.

## **Committee Reports**

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

Chair: Sheila Granowitz

Current Financial Status:

Bank Balance: \$25,890

Book Sales for May 2023: \$649

Special Projects Account Balance: \$116,459

\*All figures stated are rounded to the nearest dollar.

In June, the Friends donated \$3,500 to the library to underwrite the cost of the Summer Reading Program. The board acknowledges the gift with deep appreciation.

The Friends fundraising appeal letter was distributed to all attendees of the Newcomers gathering. To date (about a month post-event) no donations to the campaign have been tied to those attendees.

Diane Mahuske, Treasurer of the Friends of the Library, was hailed for her longstanding and ongoing contribution to the organization.

### **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 plaque commemorating the contributions to the community of recently deceased library associate Sam Wright will be ordered by July 1.

### **4. Human Resource Committee**

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

The committee met to outline new management structures and resource deployment.

### **5. Finance Committee**

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

As is standard procedure in the conduct of the audit of financial returns, the lead CPA from Lerch Higgins & Bliss has requested testament from the library's attorney of record regarding any pending material litigation. (There is none.) It is anticipated that shortly after receipt of this letter, the draft audit will be finalized for review by the board.

### **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 Executive Administrator/Interim Director will furnish to Ms. McSwiggan the library employee handbook once it is updated based on the recently published Borough version.

The committee plans to meet to update policies concerning materials challenges and patron conduct.

### **8. Strategic and Capital Planning Committee**

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

Informal estimates for facilities work the board is considering are being sought and reviewed. The Executive Administrator will contact committee members by June 23 to set a date to convene and evaluate the information.

**Unfinished Business:**

No unfinished business.

**Executive Session:**

A motion was made by Ms. McSwiggan and seconded by Ms. Duncan to enter Executive Session at 7:52PM.

A motion was made by Ms. McSwiggan and seconded by Ms. Duncan to exit Executive session at 8:02PM.

**New Business:**

Votes considering two candidates for promotion were undertaken.

**Resolutions from this meeting:**

2023-R9: Approve promotion of Nancy Clauss to the position of Library Director.

2023-R10: Approve promotion of Melissa Brandes to the position of Community Programming & Outreach Librarian.

**Adjournment**

The Board of Trustees' meeting closed at 8:12PM on a motion by Jim Wright and seconded by Melissa Duncan. All present voted in favor.

**Next Meeting:**

Regular Business Meeting: Thursday, July 20<sup>th</sup> at 7:00pm

Submitted By:

Patricia Durso

Library Executive Administrator/Interim Director