

**LEE MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
Wednesday, October 19, 2016 at 7:00PM**

Call to order

Catherine Shaw called the meeting to order. Present at the meeting were: Cathy Squasoni, Sheila Granowitz, Catherine Shaw, Audrey Flynn, Cathy Hernon Bukosky, Sandy Desmond, and Executive Administrator Patricia Coleman Durso. Absent: Mayor Liz White, Chris Martin, and Jill Webb.

Open Public Meeting

The meeting was properly noticed according to the Open Public Meeting Act and was announced by Catherine Shaw as open to the public at 7:09PM.

Approval of Minutes

Review of the minutes of the September 21st regular meeting. Minutes were approved on a motion by Sheila Granowitz and seconded by Sandy Desmond. All present voted in favor.

Financial Reports

Account Balances Report Ending September 30, 2016
Treasurers Report for September 2016 Operating Account
FINAL Bill List for September 2016
Bill List for October 2016

The Board reviewed the October Bill List for **\$12,597.94** out of Operating Account and **\$0** out of the Capital Account.

Motion to approve the bill list by Audrey Flynn and seconded by Cathy Hernon Bukosky.

The Roll Call vote yielded approval, as follows:

✓ Mayor Liz White	Absent
✓ Chris Martin	Absent
✓ Cathy Squasoni	Yes
✓ Jill Webb	Absent
✓ Audrey Flynn	Yes
✓ Sheila Granowitz	Yes
✓ Cathy Hernon Bukosky	Yes
✓ Sandy Desmond	Yes
✓ Catherine Shaw	Yes

Correspondence

No correspondence to report.

Administrator's Report

Statistics and Adult Program Report
Youth Services Programming Report
Circulation Trends
Traffic

Detail is contained within the reports identified above, as prepared and furnished by Patricia Coleman Durso and Alessandra Nicodemo.

Committee Reports

1. Finance Committee

- a. Members: Audrey Flynn, Jill Webb, Sandy Desmond
- b. Chair: Jill Webb
- c. Report: LML assigned its 2017 1/3 mill funding totaling \$580,340. The 2017 budget process underway.

2. Facilities Committee

- a. Members: Mayor Liz White, Jill Webb, and Cathy Squasoni
- b. Chair: Cathy Squasoni
- c. Report: nothing to report

3. Human Resource Committee

- a. Members: Chris Martin, Jill Webb and Catherine Shaw
- b. Chair: Chris Martin
- c. Report: nothing to report

4. Communications Committee

- a. Members: Audrey Flynn, Sheila Granowitz and Cathy Squasoni
- b. Chair: Cathy Squasoni
- c. Report: nothing to report

5. Policies and Procedures Committee

- a. Members: Catherine Shaw, Sandy Desmond and Chris Martin
- b. Chair: Sandy Desmond
- c. Report: nothing to report

6. Nominating Committee

- a. Members: Sheila Granowitz, Chris Martin and Cathy Squasoni
- b. Chair: Sheila Granowitz
- c. Report: nothing to report

7. Board Liaison to the Friends of the Library

- a. Liaison: Sheila Granowitz and Cathy Squasoni
- b. Current Financial Status: Bank Balance: \$7,502
2016 Fund Drive to date: \$10,352
Proceeds from Book Sale for the month of September: \$796
1st Day Packets: \$885
Book Sale scheduled for November 4/5.
*All figures stated are rounded to the nearest dollar.

8. Strategic and Capital Planning Committee

- a. Members: Catherine Shaw, Audrey Flynn, Cathy Squasoni, Jill Webb
- b. Chair: Catherine Shaw
- c. Report: nothing to report

Mayor & Council Agenda Items

Nothing to report.

Resolutions

2016 R25 was approved changing the start time for monthly LML Trustee Meetings to 7:30PM beginning in January 2017.

2016 R26 was approved accepting the resignation of the Technology/Reference Librarian.

New Business

A new printer will be purchased for the bookkeeper.

Unfinished Business

Plaques will be purchased by the Administrator to identify and recognize library supporters. Chris Martin will be working to make the ADA door post look more presentable.

Adjournment

The Board of Trustees Meeting closed at 8:35PM on a motion by Cathy Squasoni and seconded by Sandy Desmond. All present voted in favor.

Next Meeting:

Regular Business Meeting: Wednesday, November 16, 2016 at 7:00PM

Submitted By:
Cathy Squasoni
Secretary