

**LEE MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
Wednesday, November 16, 2016 at 7:00PM**

Call to order

Patricia Durso called the meeting to order. Present at the meeting were: Cathy Squasoni, Sheila Granowitz, Mayor's Representative Jackie McSwiggan, Chris Martin, Jill Webb, Audrey Flynn, Cathy Hernon Bukosky, Sandy Desmond, Library Director Alessandra Nicodemo, and Executive Administrator Patricia Durso. Absent: Catherine Shaw

Open Public Meeting

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

Approval of Minutes

Review of the minutes of the October 19th regular meeting. Minutes were approved on a motion by Cathy Hernon Bukosky and seconded by Sandy Desmond. Jackie McSwiggan and Jill Webb abstained and everyone else present voted in favor.

Financial Reports

Account Balances Report Ending October 31, 2016
Treasurers Report for October 2016 Operating Account
FINAL Bill List for October 2016
Bill List for November 2016

The Board reviewed the November Bill List for **\$8025.89** 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's Representative Jackie McSwiggan	Yes
✓ Chris Martin	Absent during vote
✓ Cathy Squasoni	Yes
✓ Jill Webb	Yes
✓ Audrey Flynn	Yes
✓ Sheila Granowitz	Yes
✓ Cathy Hernon Bukosky	Yes
✓ Sandy Desmond	Yes
✓ Catherine Shaw	Absent

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: nothing to report.

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: \$9,797
2016 Fund Drive to date: \$10,737
Proceeds from Book Sale for the month of October: \$769
Book Sale Nov 4/5 proceeds: \$697
*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

There is a letter of agreement to buy the Black Millwork Property. Citizens committee will be formed to develop a use for the property. Working towards having water tower up and running before the winter hits.

New Business

Nothing to report.

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 8:51PM on a motion by Cathy Squasoni and seconded by Jill Webb. All present voted in favor.

Next Meeting:

Regular Business Meeting: Wednesday, December 21st, 2016 at 7:00PM

Submitted By:
Cathy Squasoni
Secretary