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

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 7:04PM.

Approval of Minutes
Review of the minutes of the November 16th regular meeting. Minutes were approved on a motion by Sheila Granowitz and seconded by Chris Martin. All voted in favor.

Financial Reports
Treasurers Report for November 2016 Operating Account
FINAL Bill List for November 2016
Bill List for December 2016

The Board reviewed the November Bill List for $27,486.73 out of Operating Account and $0 out of the Capital Account.

Motion to approve the bill list by Chris Martin and seconded by Liz White.

The Roll Call vote yielded approval, as follows:

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

Resolutions
The following resolutions were discussed and approved:

2016 R28 Approving the Capital Plan
Correspondence
Letter received from Library patron enclosed with a check for $1000 in memory of David Brusco.

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
   Members: Audrey Flynn, Jill Webb, Sandy Desmond
   Chair: Jill Webb
   Report: Committee met to prepare the 2017 operational budget for 2017 to be presented at the January board meeting. Capital plan 2017-2019 presented for approval.

2. Facilities Committee
   Members: Mayor Liz White, Jill Webb, and Cathy Squasoni
   Chair: Cathy Squasoni
   Report: nothing to report

3. Human Resource Committee
   Members: Chris Martin, Jill Webb and Catherine Shaw
   Chair: Chris Martin
   Report: Updated HR Policy Manual for LML presented for review

4. Communications Committee
   Members: Audrey Flynn, Sheila Granowitz and Cathy Squasoni
   Chair: Cathy Squasoni
   Report: nothing to report

5. Policies and Procedures Committee
   Members: Catherine Shaw, Sandy Desmond and Chris Martin
   Chair: Sandy Desmond
   Report: Nothing new to report

6. Nominating Committee
   Members: Sheila Granowitz, Chris Martin and Cathy Squasoni
   Chair: Sheila Granowitz
   Report: nothing to report
7. **Board Liaison to the Friends of the Library**  
   Liaison: Sheila Granowitz and Cathy Squasoni  
   Current Financial Status: Bank Balance: $10,085  
   First Day Packet to Date: $1260  
   Proceeds from Book Sale for the month of November: $360  
   *All figures stated are rounded to the nearest dollar.

   Museum passes to be bought for $2000 for 2017

8. **Strategic and Capital Planning Committee**  
   Members: Catherine Shaw, Audrey Flynn, Cathy Squasoni, Jill Webb  
   Chair: Catherine Shaw  
   Report: Nothing new to report

**Mayor & Council Agenda Items**

The resignation of Superintendent’s Representative Cathy Hernon Bukosky has been accepted. The Mayor and the Board of Trustees thank Cathy for her service.

**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 8:05 PM on a motion by Liz White and seconded by Sheila Granowitz. All present voted in favor.

**Next Meeting:**

Regular Business Meeting: Wednesday, January 18, 2016 at 7:30PM

Submitted By:
Catherine Shaw  
President