

**LEE MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
Wednesday, December 21, 2016 at 7:00PM**

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

Account Balances Report Ending November 30, 2016
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