

**LEE MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING  
Thursday, August 18, 2016 at 7:00PM**

**Call to order**

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

**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 7:07PM.

**Approval of Minutes**

Review of the minutes of the July 20 Regular Meeting. Minutes were approved on a motion by Chris Martin and seconded by Sheila Granowitz. All present voted in favor.

**Financial Reports**

**Account Balances Report Ending July 31, 2016**  
**Treasurers Report for July 2016 Operating Account**  
**FINAL Bill List for July 2016**  
**Bill List for August 2016**

The Board reviewed the July Bill List for **\$13,950.69** out of the Operating Account and **\$0** out of the Capital Account.

Motion to approve the bill list made by Audrey Flynn and seconded by Liz White.

The Roll Call vote yielded approval, as follows:

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

**Correspondence**

No correspondence to report.

**Administrator's Report**

The Executive Administrator will be holding an all-staff meeting next month. On that day, the library will open an hour later. Notice of late opening will be communicated in advance to the public.

**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. Board Liaison to the Friends of the Library**

- a. Liaison: Sheila Granowitz and Cathy Squasoni
- b. Current Financial Status: \$4,693 in bank account  
Fund Drive to date: \$9,957  
Proceeds from Book Sale for the month of July: \$899  
\*All figures stated are rounded to the nearest dollar.

**Mayor & Council Agenda Items**

The Crescent Ave. bridge will open tomorrow, August 19<sup>th</sup> at noon.

**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 7:20PM on a motion by Liz White and seconded by Cathy Squasoni. All present voted in favor.

***Next Meeting:***

**Regular Business Meeting: Wednesday, September 21, 2016 at 7:00PM**

Submitted By:  
Cathy Squasoni  
Secretary