

**LEE MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING  
Wednesday, September 21, 2016 at 8:00PM**

**Call to order**

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

**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 8:11PM.

**Approval of Minutes**

Review of the minutes of the August 18<sup>th</sup> regular meeting. Minutes were approved on a motion by Sheila Granowitz and seconded by Audrey Flynn. All present voted in favor.

**Financial Reports**

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

The Board reviewed the amended August Bill List for **\$14,248.69** out of the Operating Account and **\$0** out of the Capital Account.

Motion to approve the amended bill list by Sandy Desmond and seconded by Jill Webb.

The Roll Call vote yielded approval, as follows:

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

The Board reviewed the September Bill List for **\$15,471.60** out of Operating Account and **\$0** out of the Capital Account.

Motion to approve the bill list by Chris Martin and seconded by Jill Webb.

The Roll Call vote yielded approval, as follows:

✓ Mayor Liz White	Absent
✓ Chris Martin	Yes
✓ Cathy Squasoni	Yes
✓ Jill Webb	Yes
✓ Audrey Flynn	Yes
✓ Sheila Granowitz	Yes
✓ Cathy Hernon Bukosky	Absent
✓ 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**

The Technology-Reference Librarian has submitted his resignation. Mr. Baek accepted a full time reference position closer to home. The Executive Administrator is actively searching for a replacement.

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

### **2017 Holiday and Closing Schedule**

The attached 2017 holiday schedule was discussed.

Motion to approve the holiday schedule by Chris Martin and seconded by Sandy Desmond.

The Roll Call vote yielded approval, as follows:

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

### **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: Personnel manual received from the Borough. Library is working on revising its own personnel manual.
- 4. Communications Committee**
- a. Members: Audrey Flynn, Sheila Granowitz and Cathy Squasoni
  - b. Chair: Cathy Squasoni
  - c. Report: Executive Director and LML staff commended on the excellent newsletter that was distributed to all Allendale residents.
- 5. Policies and Procedures Committee**
- a. Members: Catherine Shaw, Sandy Desmond and Chris Martin
  - b. Chair: Sandy Desmond
  - c. Report: nothing new 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: \$5,852  
2016 Fund Drive to date: \$10,351  
Proceeds from Book Sale for the month of August: \$714  
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: Members of the committee visited the Mahwah Library and the Wyckoff Library as a first step towards development of the new LML strategic plan. The committee will wait for the completion of the Borough's Master Plan before further development of the LML strategic plan.

### **Mayor & Council Agenda Items**

Level 2 water restrictions in affect starting Monday. Festival Day is October 1<sup>st</sup>.

### **Executive Session**

Motion to go into Executive Session at 9:24 by Liz White and seconded by Jill Webb.

Executive Session ended at 9:40 on a motion by Liz White and seconded by Audrey Flynn.

### **Resolutions**

2016 R24 was approved hiring Alessandra Nicodemo as Library Director.

**New Business**

No new business to discuss

**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 9:48PM on a motion by Sandy Desmond and seconded by Chris Martin. All present voted in favor.

***Next Meeting:***

**Regular Business Meeting: Wednesday, October 19, 2016 at 7:00PM**

Submitted By:  
Cathy Squasoni  
Secretary