

**LEE MEMORIAL LIBRARY**  
**Regular Meeting of the**  
**BOARD OF TRUSTEES**  
**Thursday, July 20, 2023**

**Call to Order**

Catherine Shaw called the meeting to order at 7:01PM.

Present at the meeting were: Sarah Dunlavy, Catherine Shaw, Jim Wright, Jill Webb, Library Director Nancy Clauss, Patricia Durso, Tom Zambrotta, Sheila Granowitz, and Melissa Duncan (joined at 7:09pm)

Absent:, Jackie McSwiggan and Mayor Amy Wilcynski

There were no members of the public present.

**Approval of Minutes**

The minutes of the June 15, 2023, regular meeting were reviewed and approved on a motion by Jim Wright and seconded by Sheila Granowitz. Tom Zambrotta abstained. All others approve.

**Financial Reports**

**Final Bill List for July 2023**

The Board reviewed the July Bill List for \$ 54,680.54 out of the Operating Account, \$0 out of the Restricted Funds Account, and \$0 out of the Capital Account.

A motion to approve the bill list was made by Jill Webb and seconded by Jim Wright.

The Roll Call vote yielded approval, as follows:

**Roll Call Vote Board of Trustees**

	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Not Present</b>
<b>Jackie McSwiggan, Vice President</b>				X
<b>Jill Webb</b>	X			
<b>Sarah Dunlavy, Secretary</b>	X			
<b>Melissa Duncan</b>				X
<b>Sheila H. Granowitz</b>	X			
<b>Jim Wright</b>	X			
<b>Tom Zambrotta</b>	X			
<b>Mayor Amy Wilcynski</b>				X
<b>Catherine Shaw, President</b>	X			

**Mayor & Council Agenda Items**

Unfortunately, the Borough had a Town Council meeting at the same time tonight. Therefore, no update is available.

## Correspondence

The Board received a lovely letter from Nancy Clauss thanking the Board for her new position as Library Director.

## Director's Report

**Youth Services Report**

**Adult Program Report**

**Administrator's Summary**

**Value to the Community Statistical Report**

The library is in its third week of summer reading. Most of the first-tier prizes have been earned, along with half of the second-tier prizes.

The Paint Your Own Wine Glasses class was extremely successful, with all 15 spots taken as well as 19 further people on the waitlist. Another class will be offered in August.

Many of the family fun summer series of classes are proving to be very successful.

The tutoring program for ESOL is going really well, with 17 students and 13 tutors currently enrolled.

126 children, 69 adults, and 47 tweens and teens registered for Summer Reading.

The library now has 4 full-time staff at the library. The para-professional staff is also improving greatly.

## Committee Reports

### 1. **Board Liaison to the Friends of the Library (FOL)**

Chair: Sheila Granowitz

Liaisons: Sheila Granowitz and Jackie McSwiggan

Current Financial Status:

Bank Balance: \$22,352

Book Sales for June 2023: \$672

Special Projects Account Balance: \$119,138

\*All figures stated are rounded to the nearest dollar.

At the Northern Highlands graduation ceremony, the Friends of the Library gave a \$1500 scholarship award (joint with Upper Saddle River) to Isabella Padilla, after a wonderful essay written on the importance of the library to her life.

Cathy Squasoni is now the Treasurer of the Friends as well as Special Projects, now that Diane Mahuske has retired.

Tom Zambrotta suggested making a facebook post to acknowledge members of the community who make donations to the library in memory of loved ones.

## **2. Communications Committee**

Members: Sheila Granowitz, Sarah Dunlavy, and Jim Wright and Tom Zambrotta  
Chair: Tom Zambrotta

Nothing to report.

## **3. Facilities Committee**

Members: Mayor Amy Wilczynski, Jackie McSwiggan, and Catherine Shaw  
Chair: Jackie McSwiggan

There was another problem with the HVAC system upstairs which required repair. The issues with the HVAC are ongoing and continue to require careful attention and immediate maintenance.

The library is looking at making the office a three- person office which will require moving the libraries files to a storage facility at 230 West Crescent.

The bidding process for the kitchen renovation is expected to be complete by the end of the summer, with a start date on the work sometime this Fall.

The Board discussed purchasing 25 stackable chairs to use in the upstairs Quilt room.

## **4. Human Resource Committee**

Members: Melissa Duncan, Catherine Shaw and Jill Webb  
Chair: Catherine Shaw

The library has been actively recruiting to replace a part-time circulation associate who left and have found a successful candidate after over 40 applicants.

The Board passed Resolution R12 for the new hire.

## **5. Finance Committee**

Members: Sarah Dunlavy, Jill Webb and Tom Zambrotta  
Chair: Jill Webb

The audit has been completed with no recommended changes for next year and the Board approved the audit under the corresponding resolution – R11.

## **6. Nominating Committee**

Members: Jim Wright and Sheila Granowitz  
Chair: Sheila Granowitz

Nothing to report.

## **7. Policies and Procedures Committee**

Members: Melissa Duncan, Jackie McSwiggan and Catherine Shaw  
Chair: Melissa Duncan

The library will update its handbook now that the Borough has updated its handbook.

The committee still needs to meet to discuss several policies and procedures.

#### **8. Strategic and Capital Planning Committee**

Members: Melissa Duncan, Jackie McSwiggan, Catherine Shaw and Jill Webb

Chair: Jackie McSwiggan (Catherine spoke in her absence)

The committee has met several times now and is honing in on a new 3-year capital plan. There are several projects pertaining to renovation and expansion of the library. Patty has received several estimates for several projects and will speak to the Borough in the coming months.

#### **Unfinished Business:**

The mayor approved the DPW to remove several trees in front of the library in the coming weeks. In addition, the DPW will be repairing a broken water pipe once the trees have been removed.

#### **New Business:**

The Board will set up a Newcomers Committee to start discussing and planning another Newcomers event in October possibly, open to everyone who attended in June as well as anyone who has moved to town since May. Tom Zambrotta will head the committee, joined by Catherine Shaw, Jackie McSwiggan, and Sarah Dunlavy.

#### **Resolutions from this meeting:**

R11 – Adoption of Audit of Financial Statements for Year Ended 2022

R12 – Hiring of a Part-Time Circulation Associate

#### **Adjournment**

The Board of Trustees' meeting closed at 8:25PM on a motion by Jim Wright and seconded by Melissa Duncan. All present voted in favor.

#### ***Next Meeting:***

**Regular Business Meeting: Thursday, September 21 at 7:00pm**

Submitted By:  
Sarah Dunlavy  
Secretary