

**LEE MEMORIAL LIBRARY**  
**Regular Meeting of the**  
**BOARD OF TRUSTEES**  
**Thursday, October 19, 2023**

**Call to Order**

Library Board President Catherine Shaw called the meeting to order at 7:00 PM.  
 Present at the meeting were: Trustees Melissa Duncan, Sheila Granowitz, Jackie McSwiggan, Catherine Shaw, Jill Webb, and Tom Zambrotta, and Library Director Nancy Clauss, and Library Executive Officer for Capital Patricia Durso.  
 Absent were: Trustee Jim Wright and Mayor Amy Wilczynski.  
 There were no members of the public present.

**Approval of Minutes**

The minutes of the September 21, 2023 regular meeting were reviewed and approved on a motion by Ms. Webb and seconded by Mr. Zambrotta. All voted in favor except Ms. Duncan, who abstained.

**Financial Reports**

**Bill List for October 2023**

The Board reviewed the October Bill List for \$ 62,158.56 from the Operating Account, \$0 from the Restricted Funds Account, and \$0 from the Capital Account.

A motion to approve the bill list was made by Ms. Webb and seconded by Ms. Duncan.

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, Treasurer</b>	X			
<b>Melissa Duncan</b>	X			
<b>Sheila H. Granowitz</b>	X			
<b>Jim Wright</b>				X
<b>Tom Zambrotta</b>	X			
<b>Amy Wilczynski, Mayor</b>				X
<b>Catherine Shaw, President</b>	X			

## Mayor & Council Agenda Items

Ms. Wilczynski and Mayor's Representative Susanne Lovisolo were not in attendance. Ms. Shaw and Ms. McSwiggan provided an update:

- The Borough was represented by the mayor, other elected officials, and Borough employees at Allendale Festival Day, which provided an opportunity to meet with townsmen. It was considered a successful event by all.
- The mayor continues her search for a new trustee to appoint to the library board.
- Ms. McSwiggan suggested that it may be more suitable to store one-of-a-kind library records and artifacts of historical importance with a professional off-site service rather than at the Borough storage site at 220 West Crescent Avenue to ensure preservation protocols are met. Ms. Durso will measure the cubic volume of such records and also price out fireproof cabinets.
- Ms. Shaw noted that Police Chief Dillon is looking to establish a police presence throughout the community to create a sense of familiarity and comfort with law enforcement. She noted that this has worked well not only with children in our schools but with parents at PTO and similar meetings at which Chief Dillon or his officers have been present.
- Ms. McSwiggan inquired whether there had been any inquiries/interest from staff about active shooter training, as she noted that other organizations within Allendale have requested this from the police department. Ms. Clauss, Ms. McSwiggan and Ms. Shaw will schedule a meeting with Chief Dillon to discuss providing such a class for library and Borough employees.

## Correspondence

- Hillside school kindergarten students made field trips to the library last week and this week to receive their first library cards. A parent who accompanied them as a chaperone followed up with an email (with pictures) that was very complimentary of the staff and the experience.
- A fire alarm was pulled by a small child during a Zumbini class at the library. The youngster's mother sent an email apologizing for the incident.
- Youth Services Librarian Hillary DeVincenzo and Youth Assistant Lauren Shub were about to help visiting kindergartners check out books when the fire alarm sounded during the aforementioned incident. Thinking quickly, they gathered a cart full of books as patrons evacuated the building and each child was able to pick one to bring home, having been photographed holding it with its barcode visible. Ms. DeVincenzo received an email from the teacher of that class offering her thanks. The board commends Ms. DeVincenzo and Ms. Shub for their professionalism.

## Director's Report

**Inclusive of Circulation & Adult Services Report, Youth Services Report, Adult Programming & Outreach Report, Summary of Capital Insights, and Value to the Community Statistical Report**

- **Regarding Facilities:** Awaiting the arrival of the plumber this week to install a sink in the kitchenette. In order to understand the cost of installing a water bottle filler on the first floor, Meli plumber will be contacted next week. Their quote will be

shared with Borough personnel. The kids' computer desk is being removed and an electrician will be at LML on 10/23 to cap the lines beneath it. Mr. Zambrotta kindly picked up two tables from the Montclair Public Library and delivered them to LML. The tabletops have a dark finish which will be covered with colorful graphics to compliment the other decor. A plastic toddler-sized table and chairs were added to the Children's Room and are already well-used. A new fixture for board books will be in place soon. The Allendale Woman's Club installed its Centennial Garden marker by the front porch.

- **Regarding Adult Programming:** Take & Make crafts remain very popular. The current offering, a Vampire Gnome, sold out and has a wait list (as did the previous project). Eric Santoli gave a lecture on Monet and his home and gardens in Giverny followed by a hands-on session for attendees to create their own Monet-inspired watercolor. The library will host an author talk and book signing for *The Screech Owl Companion* by Jim Wright on November 2 as well a second session on November 30 geared toward Garden Club members and other interested parties. Library board members congratulate their colleague on the publication of his seventh book!
- **Regarding Youth Programming:** Ms. DeVincenzo has debuted Imaginative Play Storytime, introducing books around a particular theme followed by a play period. Themes have included "Get Moving" and "Trucks and Trains." Ms. DeVincenzo and Ms. Shub attended all the Back to School Nights for the K-8 district last month and are in discussions with Hillside School principal Anastasia Maroulis to be onsite regularly to perform a Storytime and help students select books during their library classes.
- **Regarding Outreach:** Ms. DeVincenzo presented library offerings at the first meeting of the Parent-Teacher Organization (PTO). Ms. Clauss attended the Scholastic Book Fair at Brookside School with Ms. DeVincenzo and Ms. Shub, where the PTO purchased \$70 worth of books selected by the Youth Librarian to add to the LML collection. Ms. Clauss, Ms. DeVincenzo and Programing & Community Outreach Librarian Melissa Brandes participated in Allendale Festival Day. Registered three residents for library cards and received \$110 in donations. Trustees Catherine Shaw and Jim Wright helped staff the booth and break down at the end of the day.
- **Regarding Book Projects:** A project to re-classify the way board books are shelved is underway. Previously, these items were shelved by the first initial of the author's last name. Now they will be classified by type, such as dinosaurs, characters, animals, etc., with new spine labels that graphically indicate the content. Graphic Novels and Easy Readers will switch shelf locations. A project is underway to have Easy Readers cataloged by Reading Level, not by author's last name or type, such as "Barbie." A more complex project, reclassifying juvenile nonfiction titles, will be undertaken down the road.
- Ms. Shaw and Mr. Zambrotta took a class on cybersecurity, each earning 1.5 credit hours toward the board's required 7 annual hours. Mr. Zambrotta will provide a write up on the class to Ms. Clauss. Ms. Shaw is registered for the forthcoming *AI and the Public Sector*. Upon completion, the minimum number trustee continuing education credit hours for 2023 will have been surpassed. Trustees are encouraged to avail themselves of the many offerings that fulfill this requirement.
- **Regarding BCCLS:** Attended BCCLS Scholarship Brunch with Friends of the Library President and Treasurer Anna DiMiceli and Cathy Squasoni as well as trustees Catherine Shaw and Jill Webb. There will be a delay in the debut of the new BCCLS

website, which was expected to come online in September. Certain libraries were selected as beta test sites but not all directors had seen the final product. There were concerns about the level of scrolling and multi-layered menu options necessary to reach account and other information. For informational purposes, a document was issued by BCCLS on the mechanics of moving to fine-free status. BCCLS is not requiring such a move, simply furnishing a reference for interested parties.

- Met with Daniel Rodriguez at TD Bank regarding library accounts. He mentioned that the bank also provides programs on money and finance issues for the public which the library may avail itself of.
- The library saw over 6,000 visits in September.
- One-third mill library appropriations for 2024 were announced in October. Due to an increase in property valuations in the Borough, LML's allocation increased by 6.5% (approximately \$45,000).
- Ms. Webb noted that only 41% of the budget for adult books has been expended. Ms. Clauss is aware and, with the library bookkeeper, is looking into the issue. She will provide follow up when their examination concludes.
- **Regarding Capital Projects:** The Strategic & Capital Planning Committee met to review vendor quotes for proposed projects. Grant opportunities are being researched and evaluated. A donor database is being expanded. It is expected that this intelligence can be acted upon through various campaigns (i.e. introductory letters, coffee invitations, and informational sessions) beginning next month. Distinct presentations on the pros and cons of soliciting a change in the millage rate are being prepared for board members and for elected officials.

## Committee Reports

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

Chair: Sheila Granowitz

Current Financial Status as of 9/30/2023:

Bank Balance: \$26,091

Book Sales for September 2023: \$400

Special Projects Account Balance: \$121,960

Annual Campaign Receipts YTD: \$20,002

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

The Friends conducted their annual mums fundraiser sale which was very successful, yielding a net profit over \$2000. Special thanks are extended to Cathy Squasoni for spearheading the effort and to Chris Kulik and Patty Durso for their help at the pickup event.

Friends president Anna Dimiceli and treasurer Cathy Squasoni attended the BCCLS Scholarship Brunch on October 23 and expressed their appreciation to the library for the invitation. Ms. Dimiceli donated an appealing themed basket for the Silent Auction.

Annual membership dues of \$10 are payable now by cash or check to the Friends and can be dropped off or mailed to the library.

## **2. Communications Committee**

Members: Sheila Granowitz, 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

Due to the nature of the work, there is crossover currently between the Facilities and Capital Planning committees' reports. Facility-specific issues over the past month included the ongoing elevator repair work and a lack of heat building-wide earlier this week. A plumber came the same day the latter problem was reported and discovered that the boiler was not on. Within 24 hours of it being re-started, the building was comfortable.

## **4. Human Resource Committee**

Members: Melissa Duncan, Catherine Shaw, and Jill Webb

Chair: Catherine Shaw

Nothing to report.

## **5. Finance Committee**

Members: Jill Webb and Tom Zambrotta

Chair: Jill Webb

Internet charges from Verizon increased suddenly and without notification of a change two billing cycles ago. On investigation, it was learned that the library and Borough had been receiving promotional pricing for two years, which had now expired. A Verizon representative indicated that new promotional pricing is coming, which Allendale CFO Alison Altano will keep apprised of.

## **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 Committee met in October. The library administrative team and the committee will review the current Employee Handbook and Personnel Policies and Procedures Manual as well as the public-facing Policies and Procedures Manual to ensure that each is up-to-date. Library policies dating to its incorporation as a municipal library were codified as an ordinance and are available for viewing on the Borough website. Borough policies

can sometimes differ from library policies; therefore, Ms. McSwiggan would like to see the Borough Council formally pass a resolution approving library policies. But first, she will check other municipalities' actions regarding the adoption of library policies. Ms. Duncan suggests it might be preferable to have the Council acknowledge, rather than approve, library policies.

Ms. Clauss sent to the Committee for review a draft of the library Code of Conduct, to be distributed to each K-8 family in the Allendale School District over the signature of Michael Barcadepone, PhD., Superintendent of Schools. She will secure an appointment with Dr. Barcadepone to discuss, preferably in the early morning in order that Ms. Duncan, the superintendent's representative to the library board, can accompany her. Distribution of the library Code of Conduct will occur annually at the beginning of each school year.

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

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

The Committee met in October to review vendor quotes for potential construction projects at the library.

Ms. McSwiggan will contact Mayor Wilczynski and Tyler Yaccarino and Susanne Lovisolo, Borough Facilities Committee chairman and member, respectively, to request an appointment for herself and Ms. Shaw to discuss the planned 2nd floor renovation of Borough Hall, specifically the status of the kitchen, Council Chambers and Quilt Room upgrades. Further, they will request that planned carpeting and painting upgrades be carried through to the Loft, at the library's expense.

#### **9. Newcomers Committee**

Members: Jackie McSwiggan, Catherine Shaw and Tom Zambrotta  
Chair: Jackie McSwiggan

Ms. McSwiggan will assume the chairmanship of this committee with Mr. Zambrotta remaining as an active member. The committee plans to meet in the coming month.

#### **Unfinished Business:**

No unfinished business.

#### **New Business:**

The board discussed the merits and demerits of moving its monthly meeting date from the third Thursday to the fourth Tuesday to avoid conflicts with Mayor & Council meetings. Separately, Mayor Wilczynski indicated that such a change was unlikely to improve her ability to attend. Therefore, it was decided to keep the schedule as is.

A holiday and closing schedule for the library building and staff was proposed for 2024.

**Resolutions from this meeting:**

2023-R17: Approve 2024 schedule of board of trustee meetings.

2023-R18: Approve 2024 library holidays and closing schedule.

**Adjournment**

The Board of Trustees' meeting closed at 8:52PM on a motion by Mr. Zambrotta and seconded by Ms. Duncan. All present voted in favor.

**Next Meeting:**

Regular Business Meeting: Thursday, November 16, 2023 at 7:00pm.

Submitted By:

Patricia Durso

Library Executive Officer Capital Insights, Strategy & Execution