

**LEE MEMORIAL LIBRARY**  
**Regular Meeting of the**  
**BOARD OF TRUSTEES**  
**Thursday, September 21, 2023**

**Call to Order**

Library Board President Catherine Shaw called the meeting to order at 7:02 PM.  
Present at the meeting were: Trustees Sheila Granowitz, Catherine Shaw, Jill Webb, Jim Wright and Tom Zambrotta, Library Director Nancy Clauss, and Library Executive Officer Patricia Durso.  
Absent were: Trustees Melissa Duncan, Sarah Dunlavy, Jackie McSwiggan, and Mayor Amy Wilczynski.  
There were no members of the public present.

**Approval of Minutes**

The minutes of the July 20, 2023 regular meeting were reviewed and approved on a motion by Ms. Granowitz and seconded by Mr. Zambrotta. All voted in favor except Mr. Wright, who abstained.

**Financial Reports**

**Bill List for August 2023**

The Board reviewed the August Bill List for \$ 48,174.23 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 Mr. Wright and seconded by Mr. Zambrotta.

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>Amy Wilczynski, Mayor</b>				X
<b>Catherine Shaw, President</b>	X			

### **Bill List for September 2023**

The Board reviewed the September Bill List for \$55,849.95 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. Granowitz.

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>Amy Wilczynski, Mayor</b>				X
<b>Catherine Shaw, President</b>	X			

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

Ms. Wilczynski and Mayor's Representative Susanne Lovisolo were attending a Mayor & Council meeting that conflicted with the library board meeting. In their absence, Ms. Shaw provided an update:

Library trustee Sarah Dunlavy has tendered her resignation, as her family is moving out of state. During her time in Allendale, she distinguished herself through service to the community, especially on behalf of our schools. Ms. Shaw expressed her appreciation and gratitude for Ms. Dunlavy's time and efforts, particularly as board secretary. Ms. Shaw has informed Mayor Wilczynski of the development and the mayor is considering options for her next appointment. Trustees are encouraged to share recommendations for the position with the mayor.

Continued scheduling conflicts between library board meetings and Mayor & Council meetings may necessitate a change in monthly meeting dates for library trustees. Ms. Shaw queried the board regarding alternative availability; She will confer with Mayor Wilczynski to determine feasibility.

Allendale Festival Day, at which the library has a booth, has been postponed from September 23 to September 30 due to expected inclement weather. Trustees are encouraged to attend and staff the booth for an hour or so each, supplementing staff presence and representation from the Friends of the Library.

## Correspondence

No correspondence was received.

## Director's Report

### **Inclusive of Circulation & Adult Services Report, Youth Services Report, Adult Programming & Outreach Report, Executive Officer's Summary, and Value to the Community Statistical Report**

The adult room and the Y/A space have been reconfigured with additional tables and seating to accommodate returning students and other patrons. Furniture in the Y/A room that was worn with age was discarded. Twenty-eight new upholstered chairs were ordered for the programming and adult rooms of the library. Three additional chairs that arrived with nearly indistinguishable damage were provided to the library free-of-charge by the vendor and are now in use in the back office. The children's room is being freshened up with a recently purchased book display and two tables being donated to LML by the Montclair Public Library [branch location]. The library has purchased new child-size chairs to go along with them. (Mr. Zambrotta generously offered to drive his personal vehicle to Montclair to collect the tables. Ms. Shaw offered her assistance.)

A water fountain/bottle filler was installed upstairs and is in good working order. Upon attempted installation of its mate on the first floor, it was discovered that the electrical outlet and plumbing line in the wall are not aligned with the fixture's standard configuration. In order to install a fountain on the main floor, therefore, cinderblock would need to be breached and the plumbing and electrical interfaces would have to be switched. The fountain remains boxed in Borough Hall. Separately, in spite of two service calls by plumbing/construction professionals, the faucet in the processing room is dripping again. It is slated to be replaced, per Operations.

A new toilet seat was purchased and installed in the downstairs ladies' bathroom.

The responsibilities and work hours of the Youth Assistant have been updated to reflect changing needs. She will continue to author the 'tween/teen newsletter, guide the Community Service Club, and work on Family Focus activities, but will also become more of a presence in the schools, representing the library at Back-to-School nights and managing the kindergarteners' field trip here to receive their first library cards.

Regarding programming: The 2023 Summer Reading program concluded. It was the most successful since the pandemic began. Craft Kits continue to be very popular. The most recent offering for adults, kits to make coconut-vanilla bath bombs, sold out within a few hours of being on offer. On October 14, a local painter who recently completed the inaugural artist-in-residence internship at Monet's gardens in France will present to Allendale patrons a program on his experiences coupled with a watercolor painting class.

The library is prepared to participate in the Chamber of Commerce Festival Day. The pocket guide to Lee Memorial Library, museum pass brochure, newsletter with QR code, Borrowing Beyond Books promotional piece, and for-sale logo merchandise will be on offer

at the library booth. Two iPads will run an informational slide show created originally for the Newcomers Event in May, 2023.

Allendale Girl Scout Maggie Shaw completed her Gold Award project which involved planning and planting a pollinator garden at Lee Memorial Library. Mr. Wright had previously proposed erecting a statue in memory of Stiles Thomas at the library. These two projects dovetailed, which brought the community together for a ribbon cutting ceremony and monument unveiling on September 14. Allendale artist Mike Bertelli sculpted a bluebird (Mr. Thomas was known as the Bluebird Man of New Jersey owing to his preservation efforts) and Mr. Bertelli and Mr. Wright erected the plinth on which it sits. The opening ceremony was attended by Mayor Wilczynski and Council members, representatives of the Garden Club and Fyke Nature Conservancy, and staff and trustees of the library, among others. Kathryn Bleckman of the Allendale Garden Club has graciously agreed to maintain the beds and DPW will ensure that they are watered. Two monarch butterflies were released into the garden this week.

Capital planning is underway, including identifying projects, determining budget allocations and establishing timelines over a three-year project horizon. Awaiting receipt of proposals/cost estimates from some vendors prior to scheduling a committee meeting to review.

A representative from Bruno Associates, the grant writing firm on retainer to the Borough, came onsite to begin the collaborative process of researching funding opportunities and applying for monies that address our established needs.

A demographically segmented custom donor database is in production, with input initially researched from public information sources.

Meetings are being held with fundraising professionals to develop a framework for LML's efforts and to learn about the mechanics of successful campaign initiatives and event hosting.

The Facilities Committee was updated on completed and outstanding work orders.

## **Committee Reports**

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

Chair: Sheila Granowitz

Current Financial Status:

Bank Balance: \$23,693

Book Sales for July 2023: \$736

Book Sales for August 2023: \$695

Special Projects Account Balance: \$121,045

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

The Friends annual mums fundraiser is underway. The pick-up date is October 5 at Crestwood Park and help is needed to unload the delivery trucks. It had been anticipated

that final orders from the public would be solicited at Allendale Festival Day. However, the deadline to provide the final number of plants to the nursery precedes the new event date. Sales are down this year compared to last. The loss of the schools' First Day Packet has negatively impacted our reach.

Year-to-date the Friends annual appeal, which was issued in late March, has yielded \$19,270 (slightly more than last year at this point.)

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, 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

The Borough Conference room for use by Borough/library personnel and elected officials has moved to the second floor at 500 West Crescent Avenue. It will be included in a forthcoming renovation of Borough space.

The landlord at 230 West Crescent Avenue, which houses the Borough's storage space, has advised that remediation of water damage to the building is complete. Ms. Durso looked at the space and reported that the carpeting has been removed throughout, though ceiling tiles are missing and ceiling light fixtures are dangling. Per Ms. McSwiggan's previous report, new sheetrock is to be installed throughout and a door with a lock for the library space will be erected. Once these tasks are complete, Ms. Durso will begin packing up files and furniture for transfer.

## **4. Human Resource Committee**

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

Two resolutions were put forth and passed regarding changes in the employment status of library circulation associates. See *Resolutions* for detail.

## **5. Finance Committee**

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

Nothing to report.

## **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

A resolution was put forth and passed recommending the retirement of pandemic-era-related policies no longer relevant to the safe and secure operation of the library. See *Resolutions* for detail.

The Committee is considering a change to sick leave policy. It will meet soon to review and update the library's policy regarding book challenges and freedom to read.

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

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

The Committee will meet in October to review proposed project cost estimates and capital plan drafting.

## **Unfinished Business:**

Plumbers are making progress on updating the main shutoff valve to the building.

The newly-formed Newcomers Committee will meet within the next month under the chairmanship of Tom Zambrotta to begin planning future events, communications, and development opportunities. Ms. Clauss and Ms. Durso will participate in these meetings.

## **New Business:**

Ms. Granowitz extended thanks to those involved in the creation of the pollinator garden and the sculpture in honor of Stiles Thomas. The library board and staff recognize Maggie Shaw, Mike Bertelli, and Jim Wright for enhancing the library grounds and creating a new landmark in Allendale. Thanks are extended also to those who will maintain this new feature of the library's landscape.

## **Resolutions from this meeting:**

2023-R13: Accept resignation of Sarah Dunlavy as Library Board Trustee.

2023-R14: Accept resignation of Circulation Associate Jeremy Chartier.

2023-R15: Approve separation of Circulation Associate Jennifer Henry.

2023-R16: Approve retirement of pandemic-related policies as outlined in exhibits.

**Adjournment**

The Board of Trustees' meeting closed at 8:36PM on a motion by Tom Zambrotta and seconded by Jim Wright. All present voted in favor.

**Next Meeting:**

Regular Business Meeting: Thursday, October 19, 2023 at 7:00pm

Submitted By:

Patricia Durso

Executive Officer Capital Insights, Strategy & Execution