

**LEE MEMORIAL LIBRARY**  
**Regular Meeting of the**  
**BOARD OF TRUSTEES**  
**Thursday, November 16, 2023**

**Call to Order**

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

**Approval of Minutes**

The minutes of the October 19, 2023 regular meeting were reviewed and approved on a motion by Ms. Duncan and seconded by Ms. Granowitz. All voted in favor with the exception of Mr. Wright, who abstained.

**Financial Reports**

**Bill List for November 2023**

The Board reviewed the November Bill List for \$81,452.98 from the Operating Account, \$230.00 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 unable to attend the library board meeting. Ms. Shaw noted the following:

She and Ms. McSwiggan will meet with Ms. Wilczynski on November 17 when the mayor returns from the League of Municipalities conference in Atlantic City. The agenda includes discussions of facilities and capital plan improvements under consideration; the status of the mayor's appointment of a trustee to the library board; extending painting and carpentry planned for the 2<sup>nd</sup> floor to the Loft at the library's expense; and the installation of a water bottle filler on the first floor of the library. Most importantly, as the Borough begins its 3-5-year long range plan, library management and governance wish to understand the budgeting process and timeframes, in order that the library, as a department of municipal government, can be included in communications and participate productively.

As Mayor & Council meetings often conflict with Library Board meetings, the mayor has agreed to meet with Ms. Shaw and Ms. McSwiggan for updates on library business and a sharing of Borough initiatives on the Fridays that follow the dates in conflict. It is expected that these conclaves will take place on December 22, 2023, and in 2024 on January 19, March 22, and July 19.

Ms. McSwigan and Ms. Shaw met with Borough Chief Financial Officer Alison Altano. They had an open and constructive exchange of information.

## Correspondence

No correspondence was received.

## 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:** A sink and countertop were installed in the kitchenette on 10/25. The custodial service will do a deep-cleaning of the kitchenette floor this coming weekend. A desk equipped with a BCCLS computer and attendant wiring is now installed in a nook in the processing room, enabling the youth services department to process materials in a more efficient manner. Electrical work was performed to cap off the sockets in the Children's Room and the computer desk was discarded to make room for additional seating. The library was without heat on 10/16 but the situation was remedied quickly. Plumbers fixed a spraying ladies' room toilet. New fixtures were acquired for children's board books. The round display was moved to the entrance of the Y/A Room, freeing up space on its counter to re-introduce Mac computers.

- **Regarding Adult Programming:** In total, there were 48 programs with close to 750 participants of all ages in October. Highlights included an author talk and book signing conducted by Jim Wright for his new work on screech owls that was attended by 30 people. He will repeat the program for the Garden Club and other interested parties on 11/30. An art class, the last in our current Family Fun Series, attracted 18 participants. Tech Time, as staffed by National Honor Society students from Northern Highlands High School, has resumed. These sessions were endorsed by Ms. Granowitz and Mr. Wright. The Take & Make Breadsticks kit sold out. A paper shredder has been added to the Borrowing Beyond Books collection. Mr. Wright will spread the word about new offerings on 0740one.
- **Regarding Youth Programming:** Under the auspices of Youth Services Assistant Lauren Shub, the Community Service Club for tweens and teens has attracted 15 members who have selected Real Dog Rescue of Mahwah as the recipient of their fundraising efforts. They will be holding a bake sale at the library soon, which will be promoted by the PTO and K-8 schools through its communications channels. The library hosted its second annual Diwali celebration, providing children and their adult companions a creative sidewalk chalk art activity.
- **Regarding Outreach:** Without prior notification, Eventbrite, the software the library has used for several years for program registration, changed its terms and conditions, requiring payment for any programs that enrolled 25 or more patrons. Therefore, we have returned to using LibCal, a library calendar program bundled in the BCCLS suite that we had used some years ago. A deposit for web site development using high school DECA interns in concert with Coban Computing Systems has been returned to the library, as the development work will now be done in-house, spearheaded by Melissa Brandes with ongoing support from Ms. Shub, Youth Services Librarian Hillary DeVincenzo and the Director.
- **Regarding Education and Development:** Trustees totaled 8 hours of continuing education credits in 2023, exceeding the State-mandated minimum of 7 hours. Semi-annual staff meetings will be conducted in May and November. The first meeting took place this week. Youth, adult services, programming & community outreach and capital insights departments presented updates. Years-of-service recognition awards were distributed. The library holiday dinner is scheduled for 12/6 at Mezza Luna.
- **Regarding BCCLS:** The BCCLS Brunch made a net profit of \$11,000 to be used toward scholarships for graduate library science candidates. The South Orange Public Library is transitioning its patrons to BCCLS library cards and training its staff on the Polaris Integrated Library System. They will be fully live on January 1. As a stop on delivery route 3, South Orange should not have any impact on item delivery to Allendale patrons.
- **Regarding Capital Projects:** Site tours were conducted with various vendors and library needs outlined in our continuing gathering of estimates for capital projects. Specifically, we have now received a quote for the renovation of bathrooms and are awaiting the final estimate on upgrading the security camera system. Writing of two

grants is underway, both directed expressly to libraries. For the first - offered by T-Mobile - up to \$50,000 is on offer for projects that bring community members together. We are focusing our efforts on winning support for an outdoor patio, gardens and learning center. EBSCO, our periodicals vendor, is making a total of \$300,000 in grants available as part of the its 2023 EBSCO Solar initiative. The grants are intended to help awarded libraries offset their library expenses by incorporating solar power.

- **Regarding Administrative Projects:** The Lee Memorial Library Policies and Procedures Manual & Employee Handbook underwent extensive review and select updates were input. If approved by trustees at this meeting, it will be distributed to library employees. The 2024 operational budget is being developed in a cooperative effort between the Director and the former Executive Administrator, who will call a meeting of the Finance Committee for consultation in early December. A ceremony unveiling a plaque in remembrance of recently deceased library employee Sam Wright attracted over 40 people, including his family members, library trustees, staff, and the public. Ms. Shaw stated that she was filled with gratitude for the people in our community.

## Committee Reports

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

Chair: Sheila Granowitz

Current Financial Status as of 10/31/2023:

Bank Balance: \$26,875.00

Book Sales for October 2023: \$784.00

Special Projects Account Balance: \$122,832.00

Annual Campaign Receipts YTD: \$20,677.00

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

A group of library champions has offered to double donations to the library on Giving Tuesday, up to \$2,000 in total. The offer will be promoted on social media and the library's various communications channels.

The Friends of the Library holiday luncheon is being planned at a local restaurant in December. Details to follow.

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

Nothing to report.

**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

A date will be selected in early December for Ms. Clauss and Ms. Durso to meet with the Finance Committee to review the first draft of the 2024 operational budget. Subsequently the committee will determine whether surplus funds from 2022 will be carried over to cover 2024 operations or will be allocated to future capital expenses.

**6. Nominating Committee**

Members: Jim Wright and Sheila Granowitz  
Chair: Sheila Granowitz

Ms. Granowitz thanked the current executive board for its service in 2023. She presented the slate for 2024, which will be voted upon at the board's reorganization meeting in January 2024:

President: Catherine Shaw

Vice President: Jackie McSwiggan

Treasurer: Jill Webb

No nomination for board secretary.

Ms. Durso will act as the board secretary until the vacancy is filled.

**7. Policies and Procedures Committee**

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

The LML Policies and Procedures Manual & Employee Handbook has been updated. A resolution to adopt the revised manual was introduced and passed.

Ms. Clauss and Ms. Duncan met with Allendale K-8 Superintendent of Schools Michael Barcadepone, Ph.D. regarding distribution of the library's code of conduct to parents of children enrolled in the public schools. He once again agreed to do so, an arrangement that is expected to continue annually.

**8. Strategic and Capital Planning Committee**

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

Chair: Jackie McSwiggan

Nothing to report.

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

Members: Jackie McSwiggan, Catherine Shaw and Tom Zambrotta

Chair: Jackie McSwiggan

Nothing to report.

### **Unfinished Business:**

Mr. Wright inquired about the status of the open board position. It has not been filled as yet but Ms. Shaw and Ms. McSwiggan have met with some interested parties and will confer with the mayor soon. Mr. Wright recommended a community member for consideration.

The Allendale K-8 schools' media specialist has been reassigned to a classroom temporarily to cover a maternity leave. During her hiatus from the school library, Ms. DeVincenzo and Ms. Shub will visit the Hillside school monthly for storytimes and reader's advisory.

### **Executive Session**

The Board of Trustees entered into Executive Session at 8:24pm on a motion by Ms. Duncan and seconded by Ms. McSwiggan. The board exited Executive Session at 8:25pm on a motion by Mr. Wright and seconded by Ms. Duncan.

### **New Business:**

A proposal to change Ms. Durso's compensation for 2024 was tendered and approved.

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

2023-R19: Approve 2024 compensation for Patricia Durso.

2023-R20: Adopt revised Lee Memorial Library Policies and Procedures Manual & Employee Handbook.

### **Adjournment**

The Board of Trustees' meeting closed at 8:26pm on a motion by Ms. McSwiggan and seconded by Ms. Duncan. All present voted in favor.

### **Next Meeting:**

Regular Business Meeting: Thursday, December 21, 2023 at 7:00pm.

Submitted By:

Patricia Durso, Library Executive Officer, Capital Insights, Strategy & Execution