

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

Call to Order

Library Board President Catherine Shaw called the meeting to order at 7:03PM.
Present at the meeting were: Trustees Melissa Duncan, Catherine Shaw, Jill Webb, Jim Wright, and Tom Zambrotta, Library Director Nancy Clauss, and Library Executive Officer for Capital Insights, Strategy & Execution Patricia Durso.
Absent: Mayor Amy Wilczynski, Sheila Granowitz, and Jackie McSwiggan.
There were no members of the public present.

Approval of Minutes

The minutes of the November 16, 2023 regular meeting were reviewed and approved on a motion by Ms. Duncan and seconded by Mr. Wright. All voted in favor.

Financial Reports

Bill List for December 2023

The Board reviewed the December Bill List for \$74,268.18 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. Zambrotta and seconded by Ms. Duncan.

The Roll Call vote yielded approval, as follows:

Roll Call Vote Board of Trustees

	Yes	No	Abstain	Not Present
Jackie McSwiggan, Vice President				X
Jill Webb, Treasurer	X			
Melissa Duncan	X			
Sheila H. Granowitz				X
Jim Wright	X			
Tom Zambrotta	X			
Amy Wilczynski, Mayor				X
Catherine Shaw, President	X			

Mayor & Council Agenda Items

Ms. Wilczynski and Susanne Lovisolo, her representative to the library board, were attending a Mayor & Council meeting. In their absence, Ms. Shaw noted that a number of interviews were conducted with candidates seeking to fill an unexpired term on the library board of trustees. A recommendation was made to the mayor to appoint resident Lauren Paterno, who will be sworn in at the library board's January reorganization meeting. Ms. Paterno holds a master's degree in literacy, has experience in library advocacy, and has worked professionally in State government as a coalition builder.

Correspondence

The Youth Services librarian has received numerous complimentary notes on her desk from children; Along with year-end donations, the Friends of the Library received short notes praising the staff, in particular from residents Maria Ade and Seitchik Diaz.

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:***

Andy Agugliaro has been named Superintendent of the Borough Department of Public Works and began his tenure on December 18. Ms. Clauss is working with Mr. Agugliaro on addressing a chronic heat issue in the processing room and first floor bathrooms.

Cleaning Services of Hudson Valley was awarded the bid for Borough custodial services for 2024. Ms. Clauss will confer with the Borough Clerk regarding the contracted performance specifications for the firm.

- ***Regarding the Friends of the Library:***

Ms. Clauss worked with the Friends of the Library to select the museum passes to be offered to resident cardholders in 2024. In addition to highlighting those institutions, marketing materials will be updated to inform the public about museums that offer free or discounted entry to library card holders.

A \$2500 donation to the Special Projects account was received from an Allendale resident.

- ***Regarding Programming:***

The library hosted two local authors in November, Jim Wright (*The Screech Owl Companion*) and Dr. Jolene Arasz (*Why On Earth Do I Feel This Way?*); Family Programming concluded its 2023 series with a painting night; Thirty adults crafted snowman dishes; Children attended a Hanukkah Celebration and Craft event and also had the opportunity to create their own stuffed animal and Adopt-a-Therapy Dog; A presentation was delivered on funny television programs.

The teen Community Service Club, led by the Youth Services Assistant, planned and hosted a bake sale, earning \$188 to donate to a local canine adoption agency.

In thanks for their service, library volunteers from the adult special needs community in Allendale received a year-end gift of insulated lunch bags and stainless steel water bottles, both branded with the library logo.

- ***Regarding BCCLS:***

The Bergen County Commissioners have awarded BCCLS a monetary grant which will be divided equally among the 62 Bergen member libraries and distributed in January, 2024. It is expected that the per-library payment will be between \$2500 - \$3000.

Several trustees expressed concern that BCCLS, funded entirely by library membership fees, is using those financial resources to plan and execute a public relations campaign on its own behalf.

- ***Regarding Administrative Projects:***

The Youth Services Librarian obtained a dose of naloxone from Acme at no charge. The medication is being stored with the library's first aid kit.

A Borough-wide meeting was held regarding Joint Insurance Fund initiatives and recommendations. As a result, cyber-security training will be rolled out by Coban Computing Systems to all appropriate employees beginning in January.

Committee Reports

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

Chair: Sheila Granowitz

Current Financial Status as of 11/31/2023:

Bank Balance: \$23,177.00

Book Sales for November 2023: \$567.00

Special Projects Account Balance: \$127,638.00

Annual Campaign Receipts YTD: \$25,291.00

*All figures stated are rounded to the nearest dollar.

Giving Tuesday receipts totaled \$4,000 (\$2,000 from the public that was matched by \$2,000 from generous library champions.) Mr. Wright additionally donated profits from sales of his newest book.

The Friends donated \$4500 to the library at the end of November to fund museum passes and hot spots. This was in addition to the \$3500 the group donated for the summer reading program.

Henceforth, library management will procure tickets for the American Museum of Natural History directly from the institution. The library budget will be reimbursed for this expense by the Friends, as it is for the other museum passes the organization sponsors.

Forty-three individuals have paid \$10.00 each for membership in the Friends for 2024.

The Friends hosted their holiday luncheon on December 11. They extend their thanks to the library board members who attended.

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

Following approval by the board president and communication to the Borough business office in January, 2023, the library bookkeeper's status as a W2 employee (rather than a 1099 contractor) was formally ratified at this meeting.

5. Finance Committee

Members: Jill Webb and Tom Zambrotta

Chair: Jill Webb

Nothing to report.

6. Nominating Committee

Members: Jim Wright and Sheila Granowitz

Chair: Sheila Granowitz

Final notification of the slate of library officers for 2024 was made:

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

Nothing to report.

8. Strategic and Capital Planning Committee

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

Chair: Jackie McSwiggan

A three-year quantitative and qualitative proposal for capital projects to be undertaken at the library was submitted to Borough personnel for consideration of inclusion in its long-range plan; other capital projects to be funded by library savings were identified and statements of work and quotes were secured.

9. Newcomers Committee

Members: Jackie McSwiggan, Catherine Shaw and Tom Zambrotta

Chair: Jackie McSwiggan

Nothing to report.

Unfinished Business:

There was no unfinished business.

New Business:

There was no new business.

Resolutions from this meeting:

2023-R21: Approve designation of bookkeeper Cecile Santos as a regular W2 employee.

Adjournment

The Board of Trustees' meeting closed at 8:13PM on a motion by Ms. Duncan and seconded by Mr. Zambrotta. All present voted in favor.

Next Meeting:

Reorganization Meeting: Thursday, January 18, 2024 at 7:00pm.

Regular Business Meeting: Thursday, January 18, 2024 at 7:15pm.

Submitted By:

Patricia Durso

Library Executive Officer, Capital Insights, Strategy & Execution