

LEE MEMORIAL LIBRARY
Regular Meeting of the
BOARD OF TRUSTEES
Thursday, January 18, 2024

Call to Order

Library Board President Catherine Shaw called the meeting to order at 7:11PM.

Present at the meeting were: Trustees Melissa Duncan, Sheila Granowitz, Jackie McSwiggan, Catherine Shaw, Jill Webb, and Tom Zambrotta, Library Director Nancy Clauss, and Library Executive Officer for Capital Insights, Strategy & Execution Patricia Durso.

Absent: Mayor Amy Wilczynski and Trustee Jim Wright.

Open Public Meeting

The meeting was properly noticed according to the Open Public Meeting Act and was announced by Ms. Shaw as open to the public at 7:11PM. Attending from the public were Allendale resident Lauren Paterno and Friends of the Library officers Anna Dimiceli (president) and Cathy Squasoni (treasurer).

Introduction of Inductee to Board Position

Ms. Shaw introduced Ms. Paterno, who has been appointed to the board of trustees by Mayor Wilczynski to serve an unexpired term. Ms. Paterno is a library user and supporter who was described as having experience in library advocacy and communications and who expects to bring fresh ideas for library operations. She was warmly welcomed.

Oath of Office

Ms. Shaw administered the Lee Memorial Library Trustee's oath of office, as follows, to Ms. Paterno.

OATH OF OFFICE
STATE OF NEW JERSEY
COUNTY OF BERGEN

I, LAUREN PATERNO, do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of New Jersey, that I will bear true faith and allegiance to the same and to the Governments established in the United States and in this State, under the Authority of the People, and that I will faithfully, impartially and justly perform all the duties of the office of the Trustee of the Lee Memorial Library to the best of my ability, so help me God.

Signed by: Lauren Paterno

Sworn and subscribed before me this 18th day of January 2024.

Approval of Minutes

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

2023 Year In Review: Report from the Friends of the Library

Ms. Dimiceli and Ms. Squasoni presented a report on the Friends' activities and financial status. The Friends Book Shop netted \$650 per month, on average, last year (over \$7700 in total). It was noted that the Friends finished 2023 with total bank balances of \$160,037, aided by increased interest from a small business money market account with a higher rate of return than had previously been available. While proceeds from the annual direct mail appeal dropped by a third from 2021 to 2022 (after it was announced that the library would not be expanding into the Borough office area), they recovered to take in \$33,700 in 2023 from 302 unique donors (compared to approximately 200 unique donors in 2022.) The Friends now accept donations through Venmo as well as PayPal. Ms. Shaw invited Friends representatives to meet with library personnel and board members in the coming months to develop an action plan on their forthcoming fundraising campaign. Additional statistics for December, 2023 are provided in the *Friends of the Library* section of these minutes under *Committee Reports*.

Financial Reports

Bill List for January 2024

The Board reviewed the January Bill List for \$44,553.78 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 Melissa Duncan and seconded by Tom Zambrotta. 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			
Lauren Paterno	X			
Jim Wright				X
Tom Zambrotta	X			
Amy Wilczynski, Mayor				X
Catherine Shaw, President	X			

Having reviewed actual expenditures to allocations for 2023, Mr. Zambrotta noted that 28% of the materials budget went unspent. A concern that patrons might be waiting for books and eBooks was raised. Ms. Clauss was asked to address this concern more thoroughly at an upcoming budget review meeting.

Mayor & Council Agenda Items

Ms. Wilczynski and Susanne Lovisolo, her representative to the library board, were attending a Mayor & Council meeting. Ms. Clauss and Ms. Shaw noted the following:

- Borough CFO Alison Altano informed Ms. Clauss that the 3rd and final quote for painting the 2nd floor space was received and the work will commence the week of February 5. The wall color will be gray and the trim white. The library board awaits the quote for its portion of the work from Borough Facilities Chairman Tyler Yaccarino. The mayor is reviewing carpet samples for these spaces and will choose from among several gray patterns. It is estimated that the kitchen renovation will begin in March. There has not been any update on the installation of a bottle filler on the first floor of the library.
- Ms. Shaw and Ms. McSwiggan will try to arrange conferences with the mayor to provide library updates following any board meetings from which Ms. Wilczynski and Ms. Lovisolo are absent.

Correspondence

Ms. Shaw received a note from Ms. Clauss thanking the board for its generous holiday gift.

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.

- Surplus furniture was relocated from the library to the storage facility at 230 West Crescent Avenue. It is expected that documents will be transferred when they can be sequestered securely. This will be discussed at a separate meeting.
- Over three weeks ago, the fire department pried a heavy metal radiator cover off a wall in the lobby to access an area that was reported as generating sparks and smoke. The cover needs to be repaired before it can be re-installed. In the meantime, no heat has been available in that area.
- The director fielded a patron concern regarding juvenile fiction titles. Following a brief inquiry into the matter, the issue was settled to the patron's satisfaction.

Committee Reports

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

Chair: Sheila Granowitz

Current Financial Status as of 12/31/2023:

Bank Balance: \$23,827

Book Sales for December 2023: \$620

Special Projects Account Balance: \$136,210

Annual Campaign Receipts YTD: \$33,700

*All figures stated are rounded to the nearest dollar.

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

The director and committee members will meet on January 22 to review proposed merit increases for library staff.

5. Finance Committee

Members: Jill Webb and Tom Zambrotta

Chair: Jill Webb

- A preliminary budget review was conducted for the Finance Committee by the director on December 4. A second meeting will be scheduled for January 29 to review the allocations to operations, payroll, and library materials.
- The term of the Certificate of Deposit at Provident Bank expires in March, 2023. Ms. Webb and Mr. Zambrotta will look into current rates offered on municipally-insured instruments at Provident and other banking institutions to determine whether to re-invest the balance or to move the funds to a higher yielding account elsewhere.

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

Policies for sick leave for part time employees were inadvertently deleted from the library personnel manual as adopted. A resolution to add this language as an amendment to the document was adopted.

8. Strategic and Capital Planning Committee

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

Chair: Jackie McSwiggan

The plan proposing Borough funding of library capital projects was delivered to the CFO/Business Administrator and is under review by the Borough Finance Committee. The publication of the municipal 3-year capital plan is expected in March.

9. Newcomers Committee

Members: Jackie McSwiggan, Shaw and Tom Zambrotta

Chair: Jackie McSwiggan

Prior to February's board meeting, Ms. McSwiggan will schedule a committee meeting to establish a date for the next newcomer's gathering and to work out details such as inviting a speaker.

Unfinished Business:

There was no unfinished business.

New Business:

- New Year's Eve 2024 falls on a Tuesday, when the library is normally open until 9:00PM. A resolution was passed to approve an early closing at 3:00PM.
- Ms. McSwiggan suggested that the library print and distribute stickers to downtown businesses that say "We support Lee Memorial Library." The other trustees informally endorsed this idea.

Resolutions from this meeting:

2024-R6: Approve amendment of Lee Memorial Library Employee Handbook and Personnel Manual to include policies for sick leave for part-time employees.

2024-R7: Approve addition of early closing hours for December 31, 2024 to the Lee Memorial Library Holiday & Closing Schedule.

Adjournment

The Board of Trustees' meeting closed at 9:01PM on a motion by Ms. Duncan and seconded by Ms. McSwiggan. All present voted in favor.

Next Meeting:

Regular Business Meeting: Thursday, February 15, 2024 at 7:00pm.

Submitted By: Patricia Durso, Library Executive Officer, Capital Insights, Strategy & Execution