

**LEE MEMORIAL LIBRARY**  
**Regular Meeting of the**  
**BOARD OF TRUSTEES**  
**Thursday, February 15, 2024**

**Call to order**

Catherine Shaw called the meeting to order at 7:04 PM.

Present at the meeting were: Trustees Catherine Shaw, Jackie McSwiggan, Melissa Duncan, Sheila Granowitz, Jim Wright, and Tom Zambrotta, Mayoral Representative Susanne Lovisolo, and Library Director Nancy Clauss.

Absent: Trustees Lauren Paterno, Jill Webb, and Library Executive Officer for Capital Insights, Strategy and Execution Patricia Durso.

**Open Public Meeting**

The meeting was properly noticed according to the Open Public Meeting Act and was announced by Catherine Shaw as open to the public at 7:04 PM. No members of the public were present.

**Approval of Minutes**

The amended minutes of the January regular business meeting were reviewed and approved on a motion by Melissa Duncan and seconded by Tom Zambrotta. All voted in favor with the exception of Jim Wright, who abstained.

**Financial Reports**

**FINAL Bill List for February 2024**

The Board reviewed the February 2024 Bill List for \$59,502.10 out of the Operating Account, \$0 out of the Restricted Funds Account, and \$539.04 out of 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:

<b>Roll Call Vote Board of Trustees</b>
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	Yes	No	Abstain	Not Present
<b>Jackie McSwiggan, Vice President</b>	X			
<b>Jill Webb</b>				X
<b>Melissa Duncan</b>	X			
<b>Sheila H. Granowitz</b>	X			
<b>Lauren Paterno</b>				X
<b>Jim Wright</b>	X			
<b>Tom Zambrotta</b>	X			
<b>Susanne Lovisolo</b>	X			
<b>Catherine Shaw, President</b>	X			

## **Mayor & Council Agenda Items**

Ms. Lovisolo presented a brief report on the updates to the Borough Hall facility, noting that the upstairs has been painted, carpeting will be installed soon and the kitchen renovations are scheduled to start in March.

The Council Finance Committee meetings to review capital requests have started. All capital requests are reviewed by the Borough CFO and then the Council members.

Ms. Shaw asked about the status of the installation of the water bottle filler on the main floor. Ms. Lovisolo said they are looking for another plumber to complete the work.

Ms. Lovisolo noted that the construction of the Community Center at 210 Crescent Ave is progressing well. There was a ribbon cutting ceremony for 220 West Crescent Ave (The Vale) attended by Borough leadership. Some of the units were inspected and the First Responder and Low-Income Units were favorably received.

Ms. Shaw inquired about a grant that was awarded to upgrade the bathroom at the Fire House, and wondered whether the library might qualify for a similar grant for the library bathrooms. Ms. Lovisolo will look into the Fire House grant and get back to the Library Board.

The Borough has started the bid process for the renovation of the concession stand at Crestwood Lake. The whole building, including the bathrooms, will be renovated.

Ms. Lovisolo noted that there will be an event on February 18<sup>th</sup> to raise funds for the recreation of the Allendale Mural at Allendale Social.

## **Correspondence**

There was no correspondence to report.

## **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.**

Ms. Clauss attended Part 1 of a new directors training session and stated it was very informative.

The library will be co-sponsoring CPR classes with the Allendale Ambulance Corps. on Saturdays during the month of March. All members of the public are welcome and so far, four library employees have signed up.

The library's door count is up 20% YTD as compared to last year.

The library has purchased NYC Natural History Museum passes for use by patrons. The Friends of the Library will reimburse the library for the cost of the passes.

Library New Trustee Orientation will take place on March 23<sup>rd</sup> from 9-4 online.

Ms. Clauss noted that there have been First Amendment Audits conducted in two neighboring libraries. These audits appear to be designed to allow the public to enter any area in the building that is not labeled as "Private" or "Do Not Enter". In an effort to protect patron's privacy, no filming or picture taking will be allowed of the patron's computer screens or books, as per Library policy.

Plastic folding chairs have been purchased to replace the old metal/fabric ones that were worn and stained. 26 chairs were received from the Borough that were formerly used in the Borough chambers. The Borough was thanked for the chairs.

Ms. Clauss noted open requests to the Borough for assistance with the water filler installation, heat issues and the book drop insert installation that was removed due to the need to quarantine books during the Covid epidemic. Ms. Lovisolo will also follow up on

getting the building power washed where ivy had grown up the side of the building and into the main reading room.

The NJ Mobile DMV truck will be in Allendale the week of March 11 to enroll drivers in the REALID program. Appointments may be made online at the DMV website.

## **Committee Reports**

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

Liaison: Sheila Granowitz

Current Financial Status:

Bank Balance: \$24,000.00

Book Sales for February 2024: \$560

Special Projects Account Balance: \$137,264.00

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

Report: The fund-raising letter will be sent out soon. A screening of the movie "Barbie" was held earlier in the month and was enjoyed by all those who attended.

### **2. Communications Committee**

Members: Sheila Granowitz, Jim Wright and Tom Zambrotta

Chair Tom Zambrotta

Report: Nothing to report this month

### **3. Facilities Committee**

Members: Mayor Amy Wilczynski, Jackie McSwiggan, and Catherine Shaw and Lauren Paterno

Chair: Jackie McSwiggan

Items covered in Director's report. Nothing additional to report

### **4. Finance Committee**

Members: Jill Webb, Tom Zambrotta and Lauren Paterno

Chair: Jill Webb

A joint meeting between Finance and the Strategic and Capital Planning Committee was held on Feb 12th to discuss capital improvement priorities. The committee is recommending that Certificates of Deposit should be rolled over to higher interest-bearing accounts and that the CDs would be "laddered" with different due dates in order to have funds available as needed over the next year for projects.

The committee proposed the 2024 Operating Budget and discussed details of this Budget with the full Board. Mr. Zambrotta noted that there were three pillars of the budget preparation - people, programs, and books. The budget was developed with those three pillars in mind. Ms. Clauss then presented highlights of the budget and noted areas of increase and decrease following the trends. After discussion, a resolution was passed to approve the budget.

## **Executive Session**

A motion to enter Executive Session was made at 8:06pm by Ms. Duncan and seconded by Mr. Zambrotta. At 8:16pm a motion to exit Executive Session was made by Ms. McSwiggan and seconded by Mr. Wright.

**5. Human Resource Committee**

Members: Melissa Duncan, Catherine Shaw and Jill Webb

Chair: Catherine Shaw

Report: A Resolution on the approval of salary and wage increases was approved

**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

**8. Strategic and Capital Planning Committee**

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

Chair: Jackie McSwiggan

See Finance Committee Report

**Unfinished Business:**

None

**New Business:**

None

**Resolutions From This Meeting:**

2024 R-8: Approve 2024 Staff Salary and Wage Increases

2024 R-9: Approve Adoption of 2024 Operating Budget.

**Adjournment**

The Board of Trustees' meeting closed at 8:30 pm on a motion by Ms. Duncan and seconded Mr. Wright. All present voted in favor.

**Next Meeting:**

**Regular Business Meeting: Thursday, March 21, 2024 at 7:00 PM**

Submitted By:

Jackie McSwiggan, Vice President