

**LEE MEMORIAL LIBRARY**  
**SPECIAL BOARD OF TRUSTEES MEETING**  
**Wednesday, December 3, 2014 at 12:30PM**

**I. Call to order**

Patricia Coleman Durso, President, called the LML Board of Trustees meeting to order at 12:46PM.

Present at the meeting were: Patricia Coleman Durso, Ellen Routh, Suzanne, Meehan, Catherine Shaw, Mayor Vince Barra, Chris Martin, Sheila Granowitz, Melissa Guglberger, Superintendent's Representative Brian Boyle and Library Director Gretchen Kaser.

**II. Open Public Meeting**

The meeting was properly noticed according to the Open Public Meeting Act and was announced by Ms. Coleman Durso as open to the public at 12:46PM. As no members of the public were present, the meeting was closed to the public at 12:46PM.

**III. Hiring of Financial Analyst-Bookkeeper**

The Director presented the credentials of Monica Fosdick, her recommendation for hire as Financial Analyst-Bookkeeper. Ms. Fosdick was selected from a pool of 24 potential candidates. Ms. Kaser and the search committee proposed offering a rate of \$25/hour for a work schedule of up to 12 hours per week. The proposed hire date of December 9, 2014 would allow a two week overlap with the current bookkeeper for training and transition planning. See resolution below for results of vote.

**IV. Update on Accepting Credit Card Payments**

Ms. Coleman Durso communicated with the library's attorney, Michael Cerone, who stated that the library may accept credit card payments for any purpose, as long as the board has passed a resolution in advance detailing the types of payments that can be charged. Following further research into transaction service providers, information will be furnished to the board regarding potential credit card policies for Kindle loans.

**V. Adjournment**

Mr. Barra motioned to adjourn the meeting at 12:54 PM. The motion was seconded by Ms. Granowitz. All present voted in favor.

***Next Meeting:***

**Regular Business Meeting: Wednesday, December 17, 2014 at 7:00PM**

Respectfully Submitted By:  
Catherine Shaw, Secretary