

Minutes from Library Board of Trustees Meeting
Monday, December 9, 2013

Call to Order

Sheldon Ross, Board President, called to order the regular meeting of the Fanwood Memorial Library Board of Trustees at 7:37 PM. Those present were Dan Weiss, Sheldon Ross, Jenn Coppock-Huegel, Katherine Balch, Pat Plante, Kathy Mitchell, and Jane Frost-Guzzo. Ann Minski,, Richard Szeto, and Sue Zazzara (representing SPFBOE) were absent.

Sheldon Ross stated, "I hereby announce that such be included in the minutes of the meeting that notice of the time, place, and day of this meeting has been prominently posted on the bulletin board at Borough Hall and the Library, mailed to the *Times*, the *Press*, the *Star Ledger*, and *Courier News* by January 2013, filed with the Borough Clerk and mailed to any persons requesting same in accordance with the requirements of the Open Public Meeting Act."

Approval of Minutes from Last Meeting

Motion to approve: J. Frost-Guzzo
Seconded: K. Balch
Majority approval

Director's Report

Architect RFI

The RFI was sent out to 13 architects. By next week, Dan will have met with 7 of the 13, who responded and they will have a response by Monday, December 16. They've asked for ballpark budgets and the process we have in mind. A number of them may present their ideas to the Subcommittee and/or the Board in January. We will then choose one and pay that one for a preliminary feasibility study.

CLOSE THE GAP Fund Drive

Mailing/Update/Next Steps

To date, the library has received a net total of \$2,400.82. The cost of the undertaking was \$1,009.87. An anonymous donor will match any donations made by the Board by the last week in December, up to \$500.

Every Board Member has made a donation.

Katherine proposed that we set a goal of \$10,000 for our fundraising efforts and buy lawn signs. Kathy seconded the motion. All agreed. No deadline was set.

We'd like to have Eleanor post an announcement on the marquee at the Train Station. Suggestions were made to send a press release and to speak to the BPA, the Recycling Center, the local banks, Rotary, etc.

Fanwood Community Foundation

(fundraising 50/50 - Feb - Sept funds to Friends to support FML)

Dan was approached by a representative of the Fanwood Community Foundation in regards to holding a fundraiser to support the Friends of the Library. The Board agreed that this was a good idea.

Official Address Change - 5 Forest Road

In order to allow FML to be more easily found using GPS devices, Dan asked to have the library's address changed. It has been officially changed. All future correspondence will show the address as 5 Forest Road.

Newspaper Subscriptions

Historically, we have gotten our newspaper subscriptions from Mr. Newspaper Man at a very high cost. Dan did some searching and found that EBSCO will provide equivalent service for about half the cost.

Minimum Wage Increase 2014 \$8.25

The pages will be paid \$8.25 per hour beginning January 1, 2014.

Financial Report

(see attached)

Children's Department Report

Miss Susan has been sick and apologizes for the delay. The Report will be available soon.

Old Business

Website

The website is still being worked on. The templates should be available for the Board to see at the January Board meeting.

Technology/Computer Upgrade

New Business

Holiday Closings and Meeting Dates 2014

see attached - Board Meetings are the 2nd Monday of every month, except October

Jenn's Term of Office

Jenn's term is up as of 12/31/13. Dan will ask Mayor Mahr to reappoint her.

FML Service Improvements

An example of a possible service improvement would be to train the staff in order to better assist patrons in using technology.

Perhaps there are a couple of Board members who will examine the comments made in the survey in order to better identify the services needed before we plan to remedy them.

The employee job descriptions need to be updated to reflect changes that have occurred since the last revision. Jane and Jenn will take on this task.

Correspondence, Communication, Friends

Report from Friends representative

Open Meeting for Public Input

Meeting Adjournment

Meeting adjourned at 9:20 PM

Motion to approve: P. Plante

Seconded: J.Frost-Guzzo

Unanimous approval.

Respectfully submitted,
Jenn Coppock-Huegel, Secretary