

## **Minutes from Library Board of Trustees Meeting** **Monday, March 10, 2014**

### **Call to Order**

Sheldon Ross, Board President, called to order the regular meeting of the Fanwood Memorial Library Board of Trustees at 7:32 PM. Those present were Dan Weiss, Sheldon Ross, Jenn Coppock-Huegel, Richard Szeto, Katherine Balch, Pat Plante, and Jane Frost-Guzzo. Kathy Mitchell, Ann Minski and Jody Logan (representing SPFBOE) were absent. Carol Campell attended as well, representing the Friends.

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*, the *Patch* and the *Alternative Press* by January 2014, 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**

**Katherine offered a correction to January's minutes: Website: Minutes should read: Katherine suggested that the site be organized according to the top 3 or 4 priorities as established by the director and staff.**

Motion to approve with corrections: J. Frost-Guzzo  
Seconded: J. Coppock-Huegel  
Majority approval

### **Director's Report**

#### **Architect Update**

**The architect has been selected by the subcommittee - Fraytak Veisz Hopkins Duthie, P.C.**

**The subcommittee created a plan: Invite FVHD to the April Board meeting, the committee members will attend the May Council meeting, Once the contract is signed with FVHD (most likely this will occur before the May Council meeting), it should take about 6-8 weeks for the firm to assess the current state of the library and create a feasibility study with options to consider.**

#### **3 Year Capital Plan**

**Dan wrote a letter to the Council requesting funding of \$1million over 3 years. See attached.**

#### **CLOSE THE GAP Fund Drive**

**The total money donated as of 3/10/14 was \$10,263.61!**

**Thank you notes will be sent to contributors via U.S. Mail.**

**The money donated will be used for technology expenditures first and then for library materials to be purchased over the course of the next year.**

**Motion to approve spending as stated above: K. Balch**

**Seconded: P. Plante**  
**Majority approval**

### **New Service Hours**

#### **Website - Susan Neuhaus**

All templates have been approved. The process has been taking much longer than the Board expected, so Dan will reach out to Susan this week to establish a definite date to go live with the new website.

#### **Financial Report**

*(see attached - January and February)*

#### **Children's Department Report**

*(see attached)*

### **Old Business**

#### **Fanwood Community Foundation**

The Foundation would like to sell 50/50 tickets from February until September 2014. The winning ticket would be pulled on Fanny Wood Day. The funds raised would be donated to the Friends of the Library.

### **New Business**

#### **Technology Assessment**

**Dan and Meg (SPPL) have decided to pursue a technology assessment in anticipation of hiring new IT services.**

### **Correspondence, Communication, Friends**

#### **Report from Friends representative**

Carol reported that the Friends have some extra money to spend and have some exciting ideas to spend it on, including new programming.

### **Open Meeting for Public Input**

### **Meeting Adjournment**

Meeting adjourned at 9:14 PM

Motion to approve: P. Plante

Seconded: J.Frost-Guzzo

Unanimous approval.

Respectfully submitted,  
Jenn Coppock-Huegel, Secretary