

Minutes from Library Board of Trustees Meeting **Monday, June 9, 2014**

Call to Order

Katherine Balch, Board Vice-President, called to order the regular meeting of the Fanwood Memorial Library Board of Trustees at 7:34 PM. Those present were Dan Weiss, Jenn Coppock-Huegel, Katherine Balch, Jane Frost-Guzzo, Kathy Mitchell and Richard Szeto. Sheldon Ross, Jody Logan, Pat Plante and Ann Minski were absent.

Katherine Balch 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

Motion to approve: J. Frost-Guzzo

Seconded: J. Coppock-Huegel

Majority approval

Director's Report

Architect Agreement, 3 Year Capital Plan, Next Steps

The architect, John Veisz from FVHD, sent a contract that was reviewed by the Borough attorney, Dennis Estis. The attorney made some changes, as did Sheldon and Rich. FVHD then reviewed those changes and returned a revised document. The revised agreement is now awaiting Sheldon's signature. Once the agreement is signed, a date will be set to get started with the feasibility program.

Tech Upgrade

There is \$100,000 in the Capital Budget for the library. A portion of this will be spent in the upcoming months for technology upgrades. The municipal operating budget is expected to be approved by the Council next month. The outdated technology infrastructure needs to be addressed. Costs for increasing bandwidth are being considered. The old equipment needs to be replaced. The server and workstations will need to be purchased and incorporated together. Improvements will be made in three areas, the network, staff side and patron side. Discussion ensued over whether or not we should wait for the Feasibility Study before making technology decisions. Planning has begun.

Email Notifications

We will be able to send email notifications when library materials are coming due as well as for other notifications related to materials. We will need cooperation from Scotch Plains. We would also need to update the TLC LS2 software to the latest release. TLC will provide this service without additional charge to the Library. We're waiting for Meg's return to SPPL before we can move ahead with this service.

Staff Salary Increases

Dan provided the Board with proposed increases for staff salaries. The Board decided to wait until more Board members are present before taking a vote.

Financial Report

(see attached - May)

Children's Department Report

(pages submitted by Susan Staub)

Old Business

Website - Official Launch

May 15, 2014 - www.fanwoodlibrary.org

The website looks fabulous! Katherine made some suggestions regarding the Reserve/Renew page.

Fanwood Community Foundation

The Foundation will be selling 50/50 tickets from June until September 2014 and sales can begin as soon as the Borough and State approve the raffle. The winning ticket will be pulled on Fanny Wood Day. The funds raised would be donated to the Friends of the Library.

New Business

NJLA Library Trustee Institute

Dan presented the Board with information regarding this year's Institute in Eatontown on Saturday, September 13, 2014.

Correspondence, Communication, Friends

Report from Friends representative

Open Meeting for Public Input

Meeting Adjournment

Meeting adjourned at 9:39 PM

Motion to approve: J. Frost-Guzzo

Seconded: R. Szeto

Unanimous approval

Respectfully submitted,
Jenn Coppock-Huegel, Secretary