

## **Minutes from Library Board of Trustees Meeting** **Monday, October 6, 2014**

### **Call to Order**

Sheldon Ross, Board President, called to order the regular meeting of the Fanwood Memorial Library Board of Trustees at 7:38 PM. Those present were Dan Weiss, Sheldon Ross, Jenn Coppock-Huegel, Katherine Balch, Jane Frost-Guzzo, Kathy Mitchell, Ann Minski and Pat Plante. Richard Szeto and Jody Logan were absent. Carol Campbell, representing the Friends, attended as well.

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**

Motion to approve: A. Minski

Seconded: P. Plante

Majority approval

### **Director's Report**

#### **Fanwood Community Foundation 50/50 Raffle**

Tom Ryan, representing the Fanwood Community Foundation, presented the Friends with a check for \$2,590, the proceeds garnered from the 50/50 raffle tickets sold. Photos were taken and excitement was apparent!

#### **Staff Salary Increases/Staff Evaluations & Responsibilities**

We will not discuss salary increases at this time. We will send out Rice letters before the next meeting so that we may discuss salaries at that time.

#### **Feasibility Study Update**

At the September 17 meeting, FVHD presented more options of what the building could look like. There will be another meeting of the committee before the December Council Agenda Meeting regarding this plan. The cost of the plan is quite variable at this time, depending on exactly what plan the Board decides to pursue. The goal is to be ready to present Council with a recommendation by the December Council Agenda Meeting. The architects will be there with drawings and the Board will have a recommendation for Council at that time. Board members will contact Katherine regarding what they see as the pros and cons of this plan so that she may put together a narrative to present to the Board.

S. Ross made a motion to inform the architect that the Board supports further development of Option 3 with final to be presented at the December 2 Council Agenda meeting.

P. Plante seconded.

K. Balch Y  
J. Coppock-Huegel Y  
J. Frost-Guzzo Y  
J. Logan - absent  
A. Minski Y  
K. Mitchell Y  
P. Plante Y  
S. Ross Y  
R. Szeto - absent

### **Tech Upgrade**

Dan and Rich met to review the plan from Matt Mrowicki of Impressions Technology. Matt came up with a more detailed quote. They spoke about the existing technology and necessary upgrades. They also spoke of future anticipated needs, such as mobile devices and wireless access to hardware. The projected cost of the project would be \$36,233. This includes the professional cost. All work done would be compatible with any future library expansion. The money would come from the capital funds being held by the Board.

K. Balch made a motion to allocate an amount not to exceed \$37,000 for technology upgrades.

Seconded by P. Plante

K. Balch Y  
J. Coppock-Huegel Y  
J. Frost-Guzzo Y  
J. Logan - absent  
A. Minski Y  
K. Mitchell Y  
P. Plante Y  
S. Ross Y  
R. Szeto - absent

ILLs:

August - 80 received, 8 sent

September - 74 received, 6 sent

Items Added

August: 135 books, 15 DVDs, 81 periodicals

September: 186 books, 30 DVDs, 99 periodicals

Programming

*(see attached)*

**Financial Report**

*(see attached)*

## **Children's Department Report**

*(see attached)*

### **Old Business**

#### **Communications Committee Report**

Some ideas:

- A small advertising budget would benefit the library.
- A fun idea to get people interested, for example, take a reading selfie and post with a tag.
- Get involved with the Fanwood Business and Professional Association
- Combine newsletter efforts with the Friends and the trustees
- Promote programs in a series

#### **Email Notifications for Materials Coming Due/TLC upgrade**

### **New Business**

#### **Staff Meetings**

Regular monthly staff meetings have been arranged. This has been made possible by the new library hours.

Dan on the floor - Enhanced Service

Mobile Tech Initiative - Friends

Fanwood Community Foundation 50/50 Raffle

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

#### **Report from Friends representatives Carol Campbell and Thena Rosahl**

##### **Book Sale**

Thena brought together sixty-four volunteers spent over 600 hours sorting and selling books. The sale brought in a total of roughly \$10,600! Thena will be stepping aside after 7 years of assisting and running the sale. The Communications Committee will write a press release to make this success public.

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

### **Meeting Adjournment**

Meeting adjourned at 9:20 PM

Motion to approve: J. Frost-Guzzo

Seconded: P. Plante

Unanimous approval

Respectfully submitted,  
Jenn Coppock-Huegel, Secretary