

Library Board of Trustees Meeting Minutes

November 10, 2014

Call to Order

Sheldon Ross, board president, called to order the meeting of the Fanwood Memorial Library Board of Trustees at 7:52 pm. Those present were Dan Weiss, Sheldon Ross, Jane Frost-Guzzo, Richard Szeto, Pat Plante, Kathy Mitchell, Jenn Coppock-Huegel, and Katherine Balch (as acting secretary). Jody Logan was 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 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

Approved by Pat Plante

Seconded by Jane Frost-Guzzo

Old Business

Sunday Usage

After adding Sunday hours, the staff is finding that the library is not used as much as expected. Dan is seeking ways to advertise these new hours to the public.

Director's Report

Architect's Progress

Of the architect's three designs, the Building Committee has decided on one design that elevates the Children's Department from the basement to the main level. A program space has also been added on the flag-pole side of the building, along with a new elevator, restrooms, and stairs. The downstairs will hold adult stacks and provide quiet study areas. The transformative design will be presented to the town council on December 2, 2014, by the architects, with an introduction by the Building Committee.

Salary Adjustments

RICE notifications were sent to all staff to inform them that their salary would be discussed at this meeting.

During the closed-door session, the town's 2% cap was mentioned. A decision about specific raises was deferred to a later date.

New Business

Tech Upgrade

Dan reported that new machines have arrived—tablets and PCs.

The server and printers will arrive later.

Old computers will be used for other purposes such as storage.

The devices came in under budget.

Dan will develop a press release describing the tech upgrade and how the new devices will be placed in the library.

IP Address

The town is providing funding for the library's new static IP because the library is required to join the town's new voice-over-internet protocol (VOIP) phone system, which is slated to save 50% over the current system.

The town is providing new phone hardware and service contract, as well.

Handheld Devices

Dan has asked the FRIENDS to pay for several handheld devices that could be distributed throughout the library and also checked out by patrons: 3 iPads secured to tables, 2 Android FIRE tablets to float throughout the building, 2 Kindle Paperwhites to loan out.

TLC System Upgraded

The library catalogue has been upgraded so that staff can now send out emails for materials that are coming due and on hold. Dan says he can collect emails from most patrons.

Holiday Party

Dan has proposed hosting a holiday party at the library with a musician performing.

He suggested a potluck dinner and a budget of \$500. Katherine motioned that the funds be allocated for this purpose, and Jane approved.

Dana Skwirut Is Leaving

Dana has been offered more hours for more money per hour at the Summit library, so she has submitted her resignation to pursue a better position.

Communications Committee

Jane reported on the most recent committee meeting during which Jenn, Katherine, and she discussed ways to promote the library's redesign. Suggestions included generating a press release and mailer. She suggested that the library staff could collect email addresses from the patrons who seem most interested in order to update them on the renovation's progress.

Correspondence, Communication, Friends

FRIENDS Report

Carol Campell reported that the FRIENDS have two new board members, and the group is setting new goals.

Carol says that the Fanwood and Scotch Plains FRIENDS may join efforts in planning programming in 2015.

Financial Report

See attached.

Children's Department Report

See attached.

Meeting Adjournment

Meeting adjourned at 9:16 pm.

Motion to approve: P. Plante

Seconded: R. Szeto

Respectfully submitted,

Katherine Balch