

Minutes from Library Board of Trustees Meeting **Monday, December 14, 2015**

Call to Order

Sheldon Ross, Board President, called to order the special meeting of the Fanwood Memorial Library Board of Trustees at 7:38 PM. Those present were Dan Weiss, Sheldon Ross, Jenn Coppock-Huegel, Jane Frost-Guzzo, Kathy Mitchell, Rich Szeto, Katherine Balch, Ann Minski and Phillip Yap. Pat Plante was absent. Carol Campell from the Friends was also present.

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 May 2015, 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 minutes

Motion: J. Frost-Guzzo

Seconded: R. Szeto

Unanimous approval

Director's Report

2015 Holiday Party

Wednesday, December 16 6:00 PM

Board Members to bring appetizers and desserts

2016 Holiday Closings / Board Meetings / Trustee appointments (see attached)

Staff meetings will occur on Tuesday mornings when the Library is closed to the public.

Piano Policy

The piano is located in the main library room. Other libraries seem to have a separate room to house their pianos, so we need to create some guidelines for using the piano.

Lessons, recitals, programs? How much should a fee be for public use?

There is interest in using the piano for a recital. The Board has proposed to agree to allow a piano teacher to use it as a pilot for a fee of \$50, with a signed agreement. Ongoing fees to be determined based on the success of the pilot program.

Motion: R. Szeto

Seconded: A. Minski

Unanimous approval

Strategic Plan

2015 Update was written and should be presented to Council as a year-end report of the State of the Library. It will be reworded before the presentation.

FML Redesign - Resolution, Funding Strategies, Planning & Outreach

The website hack has been addressed and resolved.

Coordinated Library/Friends Public Relations

Several library staff members and several Friends of the Library members met to discuss coordinating communications of the Library through the two entities. One outcome was that the Library will send out a monthly newsletter. There are still more specifics to be addressed. Carol and Katherine asked that there be another meeting to create a marketing plan and to clarify roles and responsibilities.

Policy Review

The existing policy will be split up and reviewed by Board members. Specific assignments will be sent via email by Dan to the Board.

First Sunday Programming Initiative

Programming has been planned for January (Family Coloring Day) through May (Family Concert). Family Friendly programs will take place on the first Sunday of each month at 2:00 PM.

Hook and Needle Group & Chex Mix

FML's Hook and Needle Group were asked to be in a General Mills' Chex Mix web commercial. The commercial aired this past month.

Financial Report

See attached

Children's Department Report

See attached

Statistics

- ILL's: October: 11 borrowed, 7 lent
- Door Count - November 2015 Total: 2,997 / 5 Sundays (incl. in total): 227 Open 27 days; (closed 2 Holidays & Election Day[total 473]) *Daily Avg [incl. Sundays]: 111 / Sun. Avg.: 45
- Items added November 2015: Books/Books-on-Tape: 106 / DVDs: 15 / Periodicals: 91 (Total 212)
- Wifi November (implemented May 27) 277 distinct clients (30 avg. per day)

Old Business

Staff evaluations will be addressed after the end of the year.

New Business

New Library Cards / Swag
Meeting Room Use – charges

Correspondence, Communication, Friends

Report from Friends Representative

The last book sale was a success. The Friends were able to sell the leftover books from the last two years.

The Friends are anxious to work with the Communication Committee and to support the

library redesign project.

The next Friends meeting is December 3. The Boy Scout who is doing his Eagle Award project with the Little Library project attended the last Friends meeting. He is still planning the implementation of the project.

Regarding fundraising, the Friends are looking into doing a progressive dinner with a literary twist. Also, during Love Your Library month, the Friends are thinking of doing a selfie blitz and/or a Twitter blast.

Open Meeting for Public Input

Meeting Adjournment

Meeting adjourned at 8:55 PM

Motion to approve: J. Frost-Guzzo

Seconded: A. Minski

Unanimous approval

Respectfully submitted,
Jenn Coppock-Huegel, Secretary