

**Minutes from Library Board of Trustees Meeting**  
**Monday, February 8, 2016**

**Call to Order**

Sheldon Ross, Board President, called to order the special meeting of the Fanwood Memorial Library Board of Trustees at 7:37 PM. Those present were Dan Weiss, Sheldon Ross, Jenn Coppock-Huegel, Jane Frost-Guzzo, Rich Szeto, Katherine Balch, and Phillip Yap. Pat Plante, Kathy Mitchell, Ann Minski 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*, the *Patch* and the *Alternative Press* by January 2016, 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: S. Ross

Unanimous approval

**Director's Report**

**State of the Library January 2016**

The State of the Library was presented to Council.

**Policy Review**

Each Board member has reviewed a portion of the Policy. Dan will incorporate all the suggestions and changes proposed. The updates will appear on the website.

**FML Redesign - Resolution, Funding Strategies, Planning & Outreach**

An update on recent email from the architect and updates provided to the Mayor at her request on the Library projects. The Board has requested her attendance at our next Board meeting for a discussion of the Library Redesign Project.

**Director Signing off on Purchase Orders**

Because the time spent on purchase order signing can be cumbersome, Dan proposed the Board giving him the authority to sign purchase orders. According to the By-Laws of the Board of Trustees of the Fanwood Memorial Library, Section 6: The Treasurer shall sign necessary vouchers for financial accounts. A suggestion was made to designate a date for the Treasurer or President to sign regularly. It was noted that the Vice-President may also assume the duties of the President in his absence.

**Memorial Day Sunday; Summer Tuesdays**

Sundays have generally been slow traffic days. Dan proposed closing on Sunday of Memorial Day weekend and open instead on Tuesday mornings.  
A motion was made to open on Tuesday mornings at 9:30 during the summer months beginning May 31.

Motion: K. Balch

Seconded: S. Ross

Unanimous Approval

### **Financial Report**

See attached

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

See attached

### **Statistics**

- ILL's: December: 13 borrowed, 7 lent
- Door Count - January 2016 Total: 3,314 / 5 Sundays (incl. in total): 222 Open 27 days; (closed 2 Holidays & 2 snow days (one Sun.) [total 473]) \*Daily Avg [incl. Sundays]: 123 / Sun. Avg.: 32
- Items added January 2016: Books/Books-on-Tape: 166 / DVDs: 10 / Periodicals: 93 (Total 269)
- Wifi January (implemented May 27) 227 distinct clients (31 avg. per day)

### **Old Business**

Staff evaluations will be addressed this month.

### **New Business**

Board Officer selection

By-Laws of Board of FML - The by-laws are overdue for review:

"These by-laws shall be reviewed every five years.

Board of Trustees

Approved: June 8, 2009""(quoted from <http://www.fanwoodlibrary.org/board-of-trustee-bylaws/>)

New Library Cards / Swag

Meeting Room Use – charges

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

#### **Report from Friends Representative**

I Love My Library social media challenge

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

**Meeting Adjournment**

Meeting adjourned at 9:07 PM

Motion to approve: J. Frost-Guzzo

Seconded: R. Szeto

Unanimous approval

Respectfully submitted,  
Jenn Coppock-Huegel, Secretary