

Minutes from Library Board of Trustees Meeting **Monday, May 9, 2016**

Call to Order

Sheldon Ross, Board President, called to order the special meeting of the Fanwood Memorial Library Board of Trustees at 7:36 PM. Those present were Sheldon Ross, Jenn Coppock-Huegel, Jane Frost-Guzzo, Katherine Balch, Ann Minski and Kathy Mitchell. Dan Weiss, Rich Szeto, Phillip Yap and Pat Plante 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 with correction to spelling of Carol Campell's name

Motion: J. Frost-Guzzo

Seconded: A. Minski

Unanimous approval

Director's Report

FML Redesign - Updates (Funding Strategies, Planning & Outreach, etc.)

Jane and Katherine attended the Council's Agenda meeting. Jane asked Mayor Mahr about Council's plan for the redesign. She responded that an engineer had been hired to assess the land that the architect has proposed to be used. Council is awaiting the engineer's response. In addition, money has been allocated for the Library building. It is included in the \$500,000 allocation for parks and buildings in the capital budget. The budget is expected to be approved at the next Council meeting.

There is still potentially money available from Community Development Block Grants for the elevator. Once Council approves the Library's plan, the Board can petition the CDBG for assistance.

Communications Committee Report

The Committee has discussed ways to show the Council how the building limits use for patrons. At the next Council meeting, a Junior Girl Scout troop will attend to learn about government. At that time, one of the girls plans to speak to the Council regarding the difficulty of using the children's department with her foot in a boot.

The Committee discussed rebranding the Redesign plan and call it FLIP - Fanwood Library Improvement Plan. They had a t-shirt designed and showed it to the Board, where the design was well-received. The discussion then was who and where would these shirts be worn. The suggestion was made to made lawn signs as well. The purpose of this visibility would be to raise awareness amongst townspeople and Council.

Motion to approve the recommendation of the Communications Committee to rename the Library Redesign Plan to Fanwood Library Improvement Plan (FLIP)

Motion: A. Minski

Seconded: P. Plante

Unanimous approval

Motion to approve the creation of t-shirts in an effort to raise awareness of and support for the FLIP

Motion: J. Coppock-Huegel

Seconded: A. Minski

Unanimous approval

Proposal for the Library Board to allocate funding for the production of said t-shirts for up to \$500

Motion: A. Minski

Seconded: J. Coppock-Huegel

Unanimous approval

The Communications Committee will meet again before the next Board meeting.

Election Day Closings

Motion to allow Director to close the Library if he determines the Library needs to be closed for Primary Election Day 2016

Motion: P. Plante

Seconded: A. Minski

Approval: S. Ross, J. Coppock-Huegel, J. Frost-Guzzo

Opposed: K. Balch

FML/SPPL Shared Services Agreement 2016

There is an increase in cost of the Shared Service Agreement based on the cost of tutor.com and Zinio, as well as processing of new materials and SPPL staff salary increases.

Cost of a FML Membership Card

Currently \$40 - SPPL is \$65

Tutor.com/Zinio

tutor.com - Has this been made available yet? Are we waiting for the BOE approval?

Zinio - April: 6 patrons added, 77 checkouts (started March 15, 2016)

Financial Report

See attached

Children's Department Report

See attached

Statistics

- ILL's: April 26 borrowed, 7 lent
- Door Count - April 2016 Total: 3,581 / 4 Sundays (incl. in total): 267 Open ?? days; (closed 0 Holidays) *Daily Avg [incl. Sundays]: 119 / Sun. Avg.: 67
- Items added April 2016: Books/Books-on-Tape: 186 / DVDs: 17 / Periodicals: 96 (Total 299)
- Wifi April (implemented May 27, 2015) 287 distinct clients (32 avg. per day)

Old Business

Staff Evaluations

New Business

The Board discussed meeting over the summer as a Board during the Motion to meet on July 11 and decide then whether or not we need to meet in August
Motion: J. Frost-Guzzo
Seconded: P. Plante
Unanimous approval

Correspondence, Communication, Friends

Report from Friends Representative

Open Meeting for Public Input

Meeting Adjournment

Meeting adjourned at 9:01 PM
Motion to approve: K. Balch
Seconded: J. Frost-Guzzo
Unanimous approval

Respectfully submitted,
Jenn Coppock-Huegel, Secretary