

Minutes from Library Board of Trustees Meeting
Monday, January 9, 2017

Call to Order

Rich Szeto, Board President, called to order the meeting of the Fanwood Memorial Library Board of Trustees at 7:32 PM. Those present were Jenn Coppock-Huegel, Katherine Balch, Ann Minski, Rich Szeto, Jane Frost-Guzzo, Pat Plante, Phillip Yap, Kathy Mitchell, Mayor Colleen Mahr and Dan Weiss. Carol Campell, representing the Friends of the Fanwood Memorial Library, and Jack Molenaar, representing the Fanwood Borough Council, were also present.

Rich Szeto 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 2017, 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 November Meeting with the following addition:

Based on the proposed resolution by the borough council for the library expansion the library board was not sure if private money (ie foundations) would be allowed to donate to the library expansion. It was recommended to reach out to the borough's grant writer. It was also decided that Rich would meet with Russ Huegel prior to the council meeting to discuss modifying the resolution to make it more beneficial for the library board to fund raise.

Motion: J. Frost-Guzzo

Seconded: A. Minski

Unanimous approval

Director's Report

Trustee Swearing in and Officer Appointments

Mayor Mahr was here to swear in our newest trustee, Mary Everson, who is fulfilling the open position and Jane Frost-Guzzo and Pat Plante, who are both serving another term. Thank you, Mary, Jane and Pat.

A motion was made for Board nominations as follows:

Board President - Rich Szeto

Vice President - Jane Frost-Guzzo

Treasurer - Pat Plante

Secretary - Jenn Coppock-Huegel

Motion: A. Minski

Seconded: K. Balch

Unanimous approval

Fundraising Options and FLIP Updates

Rich welcomed Mayor Mahr, Jack and Kathy to our meeting and thanked them for passing the Library Resolution. Mayor Mahr discussed the upcoming bond referendum that would provide grant funds for municipalities looking for library expansions. Other local communities have created foundations for the purpose of raising funds for library expansions so that the funding would be both private and public. Maplewood is an example of a community that has done this and should be looked at as an example. The Borough's grant writer and lawyer should be able to assist in the creation of such a foundation.

Kathy and Rich met with Councilman Russ Huegel last month to discuss the creation of a foundation. Rich then met with the grant writer. She seems excited to begin working on this endeavor for the Library. Rich will contact her again to work out some additional details. Dan and Rich will be meeting on January 27 with the Library Director and one of the officers for the Foundation in Maplewood to find out what their foundation was able to accomplish. Rich also met with Library Director and President of the Library Board in South Plainfield, where the library was able to save surplus budget money over the course of 20 years and fund their library expansion through that accumulated money.

Rich and Mayor Mahr both expressed interest in working together, both the Board and Council, to proceed further with expansion efforts. Mayor Mahr and Jack will be speaking with the Borough Attorney, Dan McCarthy, to find out how to begin the process of creating a foundation to raise funds for library improvements.

The Fanwood Foundation is an example of a local foundation and they have given money to the Friends of the Fanwood Memorial Library in the past.

Dan will speak to John Weiss at the architectural firm to update the plan and costs of the project.

Jack asked about the feasibility and cost analysis of rebuilding instead of improving the existing building. Dan will explore the options with the architect.

If there is opportunity to secure money before the Foundation is established, Carol Campell has agreed to hold that money with the Friends until that time that the Foundation is ready. Technically, the Foundation would be established specifically to fund capital improvements and the Friends supports library programming that is not expressly in the library budget.

Resolution for Capital Funding from 2016 surplus (\$1,000.00)

Resolution to dedicate \$1,000 from the remaining 2016 budget surplus to capital expenses.

Motion: P. Plante

Seconded: R. Szeto

Unanimous approval

Director Evaluation and Salary Recommendation

Rich has received responses from the employees of the FML on the requested 360 Director evaluation. Rich has compiled the data in a spreadsheet, which he will share

with the trustees.

2017 Meeting Dates

Rich suggested we strive to complete meetings in one hour for this year.

see attached with a change from 4/10 to 4/17

Motion to approve meeting dates as presented with the change noted above

Motion: A. Minski

Seconded: J. Coppock-Huegel

2017 Closing Dates

see attached

New Staff

Mandy Richards has resigned. Meredith Scheiner has stepped in to replace her. This may present a problem with coverage because there is one less employee, but that remains to be seen.

Fanwood Seniors Club Outreach

see attached

Metrics Report

see attached

Financial Report

see attached

Adult Services Report

see attached

Children's Department Report

see attached

State of the Library

Dan drafted a copy of the 2017 State of the Library. The Board made some suggestions and he will finalize it and deliver it to Borough Hall in time for Council to receive it before their next Council Meeting.

Strategic Plan

The current strategic plan period is coming to an end. By the middle of this year, we should begin formulating a new plan.

Old Business

Credit Cards - Square

New Business

Correspondence, Communication, Friends

Report from Friends Representative

The Friends are hosting a second chance jewelry, scarf, and handbag sale. The sale will be held at Forest Road Park on May 5, 6, 7. Donations will be accepted beginning on February 1. Crown Jewelers and Enchantments will assist.

The Friends continue to offer the Museum Pass, which has seen increased usage in 2016.

Open Meeting for Public Input**Meeting Adjournment**

Meeting adjourned at 9:12 PM

Motion to approve: A. Minski

Seconded: P. Plante

Unanimous approval

Respectfully submitted,
Jenn Coppock-Huegel, Secretary