

Minutes from Library Board of Trustees Meeting
Monday, December 11, 2017

Call to Order

Ann Minski called to order the meeting of the Fanwood Memorial Library Board of Trustees at 7:45 PM. Those present were Mary Everson, Jenn Coppock-Huegel, Katherine Balch, Ann Minski, Jane Frost-Guzzo, Philip Yap, Dan Weiss. Pat Plante and Kathy Mitchell were absent.

Ann Minski 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 will be held off until the January meeting.

Director's Report

FLIP updates and Building Committee report

The building committee met with the architect, who is planning to provide the committee with the following:

- proposal
- list of deliverables,
- Information about the application process
- concept

The goal is for the architect to supply these materials in time for the committee to review, the Board to approve at the January 8 meeting, and the Board and architect to prepare for presentation at the council's mid-January meeting. Council has requested the architect present to the Council himself.

Dan reviewed some drafts of the architect's design with the Board. The architect left a binder (Moorestown Library Grant Application) with Dan as an example of what documentation might be required to apply for the grant.

Library Visit

Jane visited South Plainfield Library today and met with the Director. They completed a renovation recently. Jane reported that a representative from Library Interiors Inc. was invaluable in designing libraries. The Director shared with Jane how they financed the project, what they would have done differently, and how they obtained sponsorship for the furniture.

2018 Meeting and Holiday dates

Dan presented Board meeting dates and Library closing dates. Discussion ensued.

Motion to approve dates as amended.

Motion: A. Minski; Seconded: K. Balch; Unanimous approval

Fundraising Update

Dan met with Kathleen Smythe, who reminded us that we need to identify potential donors. The Fundraising Committee consists of Dan, Pat and Jane.

Square

(Credit card) report (implemented 3/16/17) – November: gross=\$4.25; net=\$4.13 (fees=\$.12)

Jenn: Not sure where to add action items. Some libraries add them within the relevant section of the minutes; others add them at the end under the heading Action Items. If you think this would be helpful as a ready reference esp for busy trustees, we could add, e.g.:

1. Send schedule and content to architect for board presentation at council's mid-January meeting - Dan
2. Consult interior building designer - Stewart Fife of Library Interiors - Dan, Feb 2018
3. Submit library visit report - Jane
4. Provide list of big donors - trustees to Fundraising Committee, February 2018
5. Contact Adam Kois to sit on Building Committee - Katherine, December 2017
6. Anything else?

Metrics report

Fanwood Memorial Library			
Metrics Report: Statistics for 12-11-17			
Board Meeting			
	2016	2017	2016-17 %
	Nov.	Nov.	Difference
Door Count	3,087	3,751	22%
Days Open	27	27	0%
Daily Average	114	139	22%
# Sundays	4	4	0%
Sunday Count	227	242	7%
Sunday Daily Average	57	61	7%
WiFi Daily Average	38	31	-18%
WiFi Clients	1026	837	-18%
<i>started May 27, 2015</i>			
ILLs Borrowed	24	12	-50%
ILLs Lent	5	2	-60%
Books/Books-on-CD Added	194	203	5%

Periodicals Added	98	67	-32%
DVDs Added	11	11	0%
Total Added	303	281	-7%
Tutor.com FML Sessions	15	11	-27%
Tutor.com SPPL Sessions	17	57	235%
<i>started 4/15/16</i>			
Rbdigital (Zinio) Patrons Added	3	0	-100%
Rbdigital (Zinio) Checkouts	31	41	32%
<i>started 3/15/16</i>			

Financial Report

Board of Trustees Financial Statement
November 2017
Meeting Date: 11/13/2017

INCOME

November Fines/Fees/Printing \$435.70
November Gifts \$0.00
Total: \$435.70

EXPENSES

From Library Fund/Trust (State Aid):
\$0.00

Total: \$0.00

CURRENT LIBRARY FUND BALANCES

Total (Includes State Aid): \$74,109.53 (Unity Bank Statement: 11/30/2017)
Fine Receipts (Deposits): + \$0.00 (NOT included in Unity Bank Statement)
\$74,109.53
Open POs Encumbered (not yet paid): - \$0.00
\$74,109.53

Available Library Trust Fund \$74,109.53 (as of 12/11/2017)
FY 2018 State Aid \$3,173.00
Available Library Fund: \$70,936.53 (as of 12/11/2017)

Adult Services Report: November 2017

- **ADULT PROGRAMMING**
 - **Bollywood Dance**
 - About 15 people attended this fun presentation and dance class. The audience included kids and adults. Everyone had a lot of fun dressing up in traditional costumes and trying something new.
- **TEEN PROGRAMMING**
 - **Photography Contest:** November 15th-February 15th
 - Teens are asked to submit a photo that shows us Fanwood-Scotch Plains through their eyes.
 - Open to Fanwood-Scotch Plains card holders in grades 6-12
 - Two contests: Middle School and High School
 - Prize for each contest is \$50
 - **Girls Who Code Club and Computer Education Outreach**
 - Teen mentors from this group are developing additional library programs for middle schoolers. Our first program will coincide the **National Hour of Code**, which occurs the week of December 4th.
- **ADULT COMMUNITY OUTREACH**
 - The Scrabble and Knitting groups continue to meet each week and have asked the library to help reach out to new members.
- **UPCOMING PROGRAMS:** We are looking forward to two new coding classes for middle schoolers and a holiday craft for teens and families. Plans for Maker's Day (3/10/18) are also beginning—last year we had over 100 people take part in our Maker's Day programming.

Children's Dept. Report

FANWOOD MEMORIAL LIBRARY CHILDREN'S DEPARTMENT
REPORT TO THE BOARD OF TRUSTEES
December - 2017

Storytime Sessions are completed for the fall, and will begin again mid-January.

We are currently reassessing our Publicity and outreach for a Sensory Storytime before we continue the program.

Our two library pet guinea pigs became ill this fall and have died. We are waiting to replace or choose new pets until we have a better idea/timeline of our construction plans moving forward.

Kitty Jones, presented her Mrs. Claus Show here at the Library prior to the town's Santa activities on Sunday, December 3rd. Sponsored by the Freeholders' Children's programming grant, this was a successful, hilarious show for young and old. Her shows are interactive as parents and children become part of the cast who enact the story.

Susan will be sending a program of events for the Children's area during the week school is closed to the schools' electronic backpack. They will include crafts, imagination playground, story hours, and Book Bingo.

Author Robert Constant will present his book: "Hey Tuskegee," about the people and history of Tuskegee University in Alabama. His presentation will be for families. The interest level of the book would be for ages 7-9. Robert will present on Sunday, February 11th at 2 pm in celebration of Black History Month.

Children's Librarian, Danielle Hirschhorn will be undertaking an inventory of the children's collection. Susan is working on an aggressive weeding of the collection as we look forward to upcoming transitions.

Old Business

The Strategic Plan will need to be updated. Our current plan ends in 2018.

New Business

Correspondence, Communication, Friends

Open Meeting for Public Input

Review

Meeting Adjournment

Meeting adjourned at 9:08 PM

Motion to approve: A. Minski

Seconded: K. Balch

Unanimous approval

Respectfully submitted,
Jenn Coppock-Huegel, Secretary