

Minutes from Library Board of Trustees Meeting
Monday, May 14, 1918

Call to Order

Ann Minski, Board President, called to order the meeting of the Fanwood Memorial Library Board of Trustees at 7:32 PM. Those present were Ann Minski, Katherine Balch, Mary Everson, Jane Frost-Guzzo, Jason Hagman, Phillip Yap, and Dan Weiss. Kathy Mitchell, representing Mayor Colleen Mahr, was present. Carol Campell, representing the Friends of the Fanwood Memorial Library, was also present. Jenn Coppock-Huegel and Pat Plante 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 2018, 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 the Monday, April 9, 2018 meeting, as amended, regarding discussion of the posting of FLIP FAQs to the FML website – specifically, suggestion to place the FAQs/FLIP updates for the project at the top of the section "About Us".

Motion to accept: Jane Frost-Guzzo

Seconded: Mary Everson

Unanimous approval

Director's Report and Board of Trustees' business and discussion

FLIP updates/next steps: Dan

- Town Council approved payment of \$16,625.00 to architect, John Viesz, for Schematic Design Phase and application for grant submission to the NJ State Library when the application guidelines become available, which are expected soon.
- Meetings were held between John Viesz and the library staff; and the Building Committee also met to discuss the current design and uses of space for the new library, which is to include a basement and a mezzanine.
- Meeting(s) will be scheduled with Mayor Colleen Mahr during the grant application process.
- Discussion of responsibilities/roles for the completion of the grant application; timeline for completion of application – Fall, 2018?
- RFQ – Request of Qualifications for architects who submitted bids for the new library
 - there were 7 bids for the new library
 - Council will approve their choice at meeting on Monday, May 21, 2018
 - Letters of support for John Viesz were drafted by the Director, the Board President and the Building Committee Chair and will be delivered to the Council before their decision.

- Bids for contractors will be announced down the road and there is expected to be an open Town Council meeting to hear those bids.
- Fundraising committee, Dan, Pat, and Jane, are soliciting ideas and are planning to contact the borough's fundraising grant writer about millennium strategies. They are continuing to talk with Kathleen Smythe.
- The Friends of the Fanwood Library will be awarded the NJLA Library Champion Award at the NJLA Conference in Atlantic City on Thursday, May 31, 2018 for their advocacy in favor of the NJ Library Construction Bond Act which was passed in 2017. Katherine Balch and Carol Campell plan to attend to accept the award on behalf of the Friends.
- LUCC Legislative Breakfast is on Friday, May 18, 2018 at the Clark Public Library. Dan will invite Mayor Mahr, and Katherine Balch plans to attend.
- Square report, Kanopy report, Metrics report, Financial report, Adult Services report, and Children's Department report were provided.
- We watched and discussed the video "Board Ethics" tonight. The question of whether or not Board Trustees are insured was raised. Kathy Mitchell said she would check on this.

Old Business

Privacy of library users' history of books taken out; Dan discussed this with Michele from the Scotch Plains Library, who is against this action; Dan and the trustees concurred with her opinion.

New Business

- Committee reports will be added to the agendas for our upcoming meetings.
- There will be a Trustees Institute on Saturday, October 27, 2018. Our trustees are encouraged to attend this professional development/educational opportunity.
- According to the State Library Newsletter, Paramus, NJ is celebrating their 1 year addition. They have doubled their monthly visitors from 25,000 to 50,000!

Friends Report

May, 2018 – See attached document from Carol Campell

Meeting Adjournment

Meeting adjourned at 9:02 PM
Motion to approve: Jane Frost-Guzzo
Seconded: Katherine Balch
Unanimous approval

Respectfully submitted, Mary Everson, Secretary