

**Minutes from Library Board of Trustees Meeting**  
**Monday, April 14, 2014**

**Call to Order**

Katherine Balch, Board President, called to order the regular meeting of the Fanwood Memorial Library Board of Trustees at 7:34 PM. Those present were Dan Weiss, Jenn Coppock-Huegel, Katherine Balch, Pat Plante, Jane Frost-Guzzo and Colleen Mahr. Sheldon Ross, Richard Szeto, Ann Minski, Kathy Mitchell and Jody Logan (representing SPFBOE) were absent. Carol Campell attended as well, representing the Friends.

Katherine Balch 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 2014, 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: J. Frost-Guzzo

Seconded: J. Coppock-Huegel

Majority approval

**Director's Report**

**Architect Update**

John Veisz, the architect from the firm Fraytak Veisz Hopkins Duthie, P.C. presented their library design proposal. He introduced himself and the firm, and described the process which includes evaluating the current library, preparing a site analysis, and designing the programming and the schematic. He unveiled a very preliminary and conceptual design sketch and cost estimate. The plan would provide for an addition to the existing library. It would include a multi-purpose room, an elevator and public bathrooms. Discussion ensued regarding the objective of building a library for the future for Fanwood, not just meeting today's needs. John answered questions and clarified concepts for us.

The next step for the plan is to have the Council pass a resolution at their meeting on April 16 to contract with FVHD and begin the process.

**Technology Assessment**

Dan and Meg have found a new IT service through recommendations from other library directors. He has already done some work for Scotch Plains. There is no long-term contract, but he would charge an hourly rate and would help us to transition to an updated system.

Motion to approve hiring Impression Technologies : P. Plante

Seconded: J. Frost-Guzzo

Majority approval

**3 Year Capital Plan**

Dan wrote a letter to the Council requesting funding of \$1million over the next 3 years. Sheldon and Katherine spoke at the last Council meeting on behalf of the Library Board. The Council asked for specifics on how much money we actually need for this year. There was a discussion of the cost of technology upgrades that can be completed this year prior to working with the architects.

### **New Service Hours**

Reported on. Sunday hours are 'building'. Weekend hours will be suspended for 11 weeks during the summer from June 21 to September 5

### **Website - Susan Neuhaus**

The website is expected to go live by the end of May.

### **Financial Report**

*(see attached - January and February)*

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

*(see attached)*

### **Old Business**

#### **Fanwood Community Foundation**

The Foundation will sell 50/50 tickets from May until September 2014. The winning ticket will be pulled on Fanny Wood Day. The funds raised would be donated to the Friends of the Library. Tickets can be sold by the library and the Friends as well as by the Foundation.

### **New Business**

Staff Salaries

To be discussed at a later meeting

### **Fundraising**

We need to start thinking about building relationships with local merchants to promote their businesses and the connections between them and the library. The goal would be to then have the businesses support library programs and future endeavors.

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

#### **Report from Friends representative**

Carol reported that the Friends newsletter will be sent out later this week.

There was a suggestion that we come up with a slogan to use for programs for consistency, such as "Live @ the Library."

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

### **Meeting Adjournment**

Meeting adjourned at 9:25 PM

Motion to approve: J. Frost-Guzzo

Seconded: P. Plante

Unanimous approval.

Respectfully submitted,  
Jenn Coppock-Huegel, Secretary