

Minutes from Library Board of Trustees Meeting **Monday, May 12, 2014**

Call to Order

Katherine Balch, Board Vice-President, called to order the regular meeting of the Fanwood Memorial Library Board of Trustees at 7:37 PM. Those present were Dan Weiss, Jenn Coppock-Huegel, Katherine Balch, Pat Plante, Jane Frost-Guzzo, Kathy Mitchell, Richard Szeto and Jody Logan. Sheldon Ross, and Ann Minski were absent.

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

Corrections to be made: "'goal would be the" should be "goal would then be"

Katherine Balch's position corrected to be "Vice President"

Motion to approve with correction: J. Frost-Guzzo

Seconded: P. Plante

Majority approval

Director's Report

Architect Agreement, 3 Year Capital Plan, Next Steps

Dan forwarded FVHD' proposed contract to the Borough Attorney. We are still waiting to hear from him.

The Council approved Resolution 14-10-83 Recognizing Fanwood Library's Board of Trustees awarding a contract for a feasibility study at their April 16, 2014 meeting.

IT Support - Impression Technologies, Matt Mrowicki

Matt Mrowicki has been very responsive to the Library's needs. He's begun some small projects and is currently working on resolving the ownership of the domain name.

Water Incident in Lower Level - April 30

One of the new pumps failed - there was a small piece that malfunctioned. Fortunately, the problem was caught in time to save the furniture, rugs, etc. In addition, the gutters were clogged. There should be a maintenance plan in effect for the building. Dan will contact Colleen Mahr about this.

Financial Report

(see attached - April)

Children's Department Report

(to be submitted)

Old Business

Website - Official Launch

May 15, 2014 - www.fanwoodlibrary.org

Jody Logan offered to go through the website to check for spelling, grammar and punctuation.

Fanwood Community Foundation

The Foundation would like to sell 50/50 tickets from May (?) until September 2014. The winning ticket would be pulled on Fanny Wood Day. The funds raised would be donated to the Friends of the Library.

New Business

Staff Salaries

The last time the full-time staff received salary increases was 2 years ago. That increase offset the increased medical benefit costs.

Before making decisions, the Board would like to see a salary history for informational purposes.

Should raises be based on performance, cost of living, something else?

Maybe we should formalize an evaluation system?

Email Notifications

Would we be able to send email notifications when library materials are coming due? We would need cooperation from Scotch Plains. We would also need to update the circulation system. TLC will provide this service without additional charge to the Library.

Fundraising

Katherine brought a list of businesses in Fanwood and asked us to each identify some businesses with which we personally have a rapport. The purpose of this is to begin to think about how we can approach them to support the Library.

Correspondence, Communication, Friends

Report from Friends representative

Open Meeting for Public Input

Meeting Adjournment

Meeting adjourned at 9:22 PM

Motion to approve: J. Frost-Guzzo

Seconded: P. Plante

Unanimous approval

Respectfully submitted,

Jenn Coppock-Huegel, Secretary