

## **Minutes from Library Board of Trustees Meeting** **Monday, September 8, 2014**

### **Call to Order**

Sheldon Ross, Board President, called to order the regular meeting of the Fanwood Memorial Library Board of Trustees at 7:39 PM. Those present were Dan Weiss, Sheldon Ross, Jenn Coppock-Huegel, Katherine Balch, Jane Frost-Guzzo, Kathy Mitchell, Ann Minski and Richard Szeto. Jody Logan and Pat Plante were absent. Carol Campbell, representing the Friends, attended as well.

Sheldon Ross 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: K. Balch

Seconded: J. Coppock-Huegel

Majority approval

Sheldon reminded us all to please make an effort to be prompt and to advise Dan of any discussions we may want to add to the agenda ahead of time to make meeting time more efficient.

### **Director's Report**

#### **Feasibility Study Update**

FVHD has studied the building with feedback from the staff in order to identify the cost components of the ultimate building design. They then had a meeting with library representatives (including Dan Weiss, Sheldon Ross, Richard Szeto, Katherine Balch and Jack Molenaar, representing the Borough Council) to review the requirements of the plan. Many suggestions were made and FVHD took all thoughts back with them to review their plan. There will be another meeting on September 17 to again review the plan. The cost of the plan is quite variable at this time, depending on exactly what plan the Board decides to pursue. The goal is to be ready to present Council with a recommendation by the November Council Agenda Meeting.

#### **Tech Upgrade**

Dan and Rich met with Matt Mrowki from Impressions Technology. They spoke about the existing technology and necessary upgrades. They also spoke of future anticipated needs, such as mobile devices and wireless access to hardware. The projected cost of the project would be \$36,000. No decision was made tonight, as Dan and Rich requested more time to examine the specifics. However, all work done would be compatible with any future library expansion.

#### **Staff Salary Increases**

Dan provided the Board with proposed increases for staff salaries. The Board decided to wait until Council decides on Borough salaries. Should salary increases be dependent upon performance evaluations? That should not be considered this year, but may be implemented for next year.

## **Financial Report**

*(see attached - May)*

## **Children's Department Report**

*(see attached - September)*

## **Old Business**

### **Fanwood Community Foundation**

The Foundation has begun to sell 50/50 tickets until September 2014. The winning ticket would be pulled on Fanny Wood Day. The funds raised will be donated to the Friends of the Library.

### **New Business**

New Phone System

The Borough is purchasing a new phone system that would connect all Borough phones.

Tuesday Mornings

Dan is reconsidering the Tuesday morning closing. There are handfuls of people who show up and are turned away. However, the time allows the staff to attend to certain activities (such as staff meetings) without interruption from the public.

Communications

There needs to be more communication with the public to let them know about the services offered to the community. What means of communication can we use? The suggestion was made that we as Board members should be attending meetings of other Fanwood groups and businesses. The Community Awareness Committee (Katherine Balch, Jenn Coppock-Huegel, Jane Frost-Guzzo, Ann Minski) will meet to discuss these questions and suggestions.

LUCC Reception

October 1, 2014 at the Clark Public Library

## **Correspondence, Communication, Friends**

### **Report from Friends representative Carol Campbell:**

#### **Book Sale**

Book Sale donations will be taken beginning 9/12/14 at Forest Road Park.

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

### **Meeting Adjournment**

Meeting adjourned at 9:12 PM

Motion to approve: K. Balch

Seconded: A. Minski

Unanimous approval

Respectfully submitted,  
Jenn Coppock-Huegel, Secretary