

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

Call to Order

Rich Szeto, Board Vice-President, called to order the regular meeting of the Fanwood Memorial Library Board of Trustees at 7:48 PM. Those present were Dan Weiss, Sheldon Ross, Jenn Coppock-Huegel, Katherine Balch, Jane Frost-Guzzo, Kathy Mitchell, Ann Minski, Richard Szeto and Pat Plante. Jody Logan (representing the Board of Education) was absent.

Rich Szeto 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 Minutes:

Jenn Coppock-Huegel and Ann Minski were absent from the meeting.

Ann Minski was also present at the Communications Committee Meeting.

The details of the closed door session should be deleted.

Motion to approve with corrections: J. Frost-Guzzo

Seconded: P. Plante

Majority approval

Director's Report

Staff Salary Increase - Director

Motion was made to go into Executive Session to discuss personnel

Motion: J. Frost-Guzzo; Seconded: P. Plante; Majority approval

2015 Holiday and Board Meeting Schedule

See attached.

Change Friday, April 5 to April 3 for Good Friday.

Add Sunday, April 5 to the Holiday closing for Easter.

Add Friday, July 3 for Independence Day.

Board Meetings will be the second Monday of each month, with the exception of October. The October meeting will be on October 5, the first Monday.

Feasibility Study Update

The architects presented the plan to Council last week. There seems to be positive response from the Council and there was a good amount of discussion at the meeting.

Plans to present the architect plans to the public were discussed.

Tech Upgrade/Mobile Tech Update

Firewall was ordered.

Static IP Address

Static IP was installed.

Door Count

November - 3,191 total

Sundays - 184

Open 27 days; closed 3PM for snow one day

Daily average - 119/ Sunday average - 37

ILLs:

November - 57 received, 8 sent

Items Added

November - 199 books/books on tape, 16 DVDs, 76 periodicals

Total - 291

Programming

Joint program with SPPL - *Created Equal*

Financial Report

(see attached)

Children's Department Report

(see attached)

Old Business**Trustee Institute Report****TLC upgrade****Email Notifications for Materials Coming Due****New Business****Staff Meetings**

Regular monthly staff meetings have been arranged. This has been made possible by the new library hours.

Holiday Party 2014

Wednesday, December 10 at 6:30 PM at Fanwood Memorial Library

Correspondence, Communication, Friends**Report from Friends Representative****Open Meeting for Public Input****Communication Committee Report****Meeting Adjournment**

Meeting adjourned at 9:09 PM

Motion to approve: P. Plante

Seconded: J. Frost-Guzzo

Unanimous approval

Respectfully submitted, Jenn Coppock-Huegel, Secretary