

Minutes from Library Board of Trustees Meeting **Monday, February 9, 2015**

Call to Order

Rich Szeto, Board Vice-President, called to order the regular meeting of the Fanwood Memorial Library Board of Trustees at 7:55 PM. Those present were Dan Weiss, Jenn Coppock-Huegel, Jane Frost-Guzzo, Richard Szeto and Pat Plante. Katherine Balch, Ann Minski, Sheldon Ross, Kathy Mitchell (representing the Council) and Jody Logan (representing the Board of Education) were 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 2015, 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

Approval of minutes from December meeting:

Motion: J. Frost-Guzzo

Seconded: P. Plante

All in attendance in agreement

Approval of minutes from January meeting:

Motion: P. Plante

Seconded: J. Frost-Guzzo

All in attendance in agreement

Director's Report

Communications Committee

What is the objective for the Committee? We're currently focused on communications regarding the Redesign Plan. What more should we do? A suggestion was made to communicate with the Council regarding the Library Budget. Another thought was to try to make the public aware of what the library offers. For example, do students know that there is an online encyclopedia accessible from home? The committee can work to make people aware of what we have. A suggestion was made to make connections with the School Library Media Specialists.

A suggestion was made to create a line item in the budget for advertising within the Committee. Discussions ensued, but no formal decision was made.

Staff Evaluations

Board members viewed the evaluation forms and offered suggestions. Dan revised the form, taking those suggestions into considerations. The forms will be introduced to the staff at the next staff meeting.

Feasibility Study Update

Nothing new to report. We're still awaiting word from Council to proceed with plans.

Tech Upgrade/Mobile Tech Update

The network is up, the new staff machines are running, and the new public network will be operational this week. A suggestion was made to offer access to the interactive calendar on a dedicated device which could be kept near the entrance or circulation desk.

Programming

Programming is continuing as planned. The weather has affected attendance, but the hope is that when the weather is better, attendance will be better.

Policy Manual Review

Door Count

January 2015 - 3,248 total

Sundays(3 - 1 closed for snow) - 151

Open 28 days; closed 2 snow days + 1 holiday

Daily average - 116/ Sunday average - 50

ILLs:

January - 80 received, 5 sent

Items Added

January - 158 books/books on tape, 16 DVDs, 69 periodicals

Total - 243

Financial Report

(see attached)

Children's Department Report

(see attached)

Old Business

New Business

Correspondence, Communication, Friends

Report from Friends Representative

Open Meeting for Public Input

Meeting Adjournment

Meeting adjourned at 8:53 PM

Motion to approve: J. Frost-Guzzo

Seconded: P. Plante

Unanimous approval

Respectfully submitted,
Jenn Coppock-Huegel, Secretary