

## **Minutes from Library Board of Trustees Meeting** **Monday, March 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 7:35 PM. Those present were Dan Weiss, Jenn Coppock-Huegel, Jane Frost-Guzzo, Richard Szeto and Pat Plante, Katherine Balch and Ann Minski. Sheldon Ross, Kathy Mitchell (representing the Council) and Phillip Yap (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 January meeting:

Motion: J. Frost-Guzzo

Seconded: K. Balch

All in attendance in agreement

### **Director's Report**

#### **2015 Budget Submission**

Dan is submitting a budget request asking for more than the minimum for supplies (last year's budget + 5%) and salaries (last year's budget + 2%) and full time librarian.

#### **New Employee**

Annie McKenzie will be retiring May 15, 2015. We would like to see a full-time professional librarian take her place. Dan discussed skills and qualities that he would like the new employee have.

#### **Communications Committee**

Bookmarks are being printed for distribution at the Library and local businesses. A brochure is in the works as well.

#### **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.

#### **Tech Upgrade/Mobile Tech Update**

The network is complete. Next up is the Mobile unit of the plan. Dan is investigating other electronic platforms and databases to see what we can afford. Dan will send out a press release announcing the upgrade. Katherine will send it out through the Friends' newsletter.

## **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.

## **Door Count**

February 2015 - 3,451 total

Sundays (4) - 179

Open 27 days; closed 1 holiday

Daily average (not including Sundays) - 143/ Sunday average - 45

## **ILLs:**

January - 71 received, 11 sent

## **Items Added**

February - 190 books/books on tape, 13 DVDs, 93 periodicals

Total - 296

## **Financial Report**

*(see attached)*

## **Children's Department Report**

*(see attached)*

## **Old Business**

### **Email Notifications for Overdue Notifications**

Coming soon

## **Staff Evaluations**

New staff evaluation forms were introduced to staff.

## **New Business**

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

### **Report from Friends Representative**

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

## **Meeting Adjournment**

Meeting adjourned at 8:55 PM

Motion to approve: A. Minski

Seconded: J. Frost-Guzzo

Unanimous approval

Respectfully submitted,  
Jenn Coppock-Huegel, Secretary