

Minutes from Library Board of Trustees Meeting **Monday, April 13, 2015**

Call to Order

Sheldon Ross, Board President, called to order the regular meeting of the Fanwood Memorial Library Board of Trustees at 7:41 PM. Those present were Dan Weiss, Sheldon Ross, Jenn Coppock-Huegel, Richard Szeto, Kathy Mitchell, Phillip Yap and Pat Plante. Katherine Balch, Jane Frost-Guzzo and Ann Minski were absent.

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 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: P. Plante

Seconded: R. Szeto

All in attendance in agreement

Director's Report

2015 Budget Submission

Dan is looking to hire a replacement for Annie, but is awaiting word from Council regarding budget and salary.

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.

Staff Changes

Annie McKenzie will be retiring in May. Another employee has verbally informed Dan of her plans to retire in 2015, but has not given a formal letter with a date of retirement. Dan would like to hire a full-time professional and two part-time employees. While awaiting budget news, Dan will write out job descriptions for those positions.

FML Redesign - Outreach and Funding (Statefarm Grant, etc.)

There is no money in the 2015 budget for the library expansion. However, there is a plan to include the library's redesign plan for the 2016 and 2017 budgets. Dan put together some funding ideas (see attached). Phillip suggested we talk to South Plainfield's Library to inquire about their funding sources.

Communications Committee

Bookmarks and brochures have been distributed to the Library and local businesses.

Tech Upgrade/Mobile Tech Update - JerseyConnect Managed Wifi

The tech upgrade is complete! The wifi will be managed by JerseyConnect. This entails buying two wifi devices and one year of service. This service will provide soon-to-be mandated state wifi statistics. This will give us more data regarding connectivity and mobile tech use.

Door Count

March 2015 - 3,663 total

Sundays (5) - 278

Open 30 days; closed 1 snow day

Daily average (not including Sundays) - 136/ Sunday average - 56

ILLs:

January - 73 received, 5 sent

Items Added

February - 217 books/books on tape, 25 DVDs, 119 periodicals

Total - 361

Financial Report

(see attached)

Children's Department Report

(see attached)

Old Business

Email Notifications for Overdue Notifications

Coming soon

Staff Evaluations

Policy Manual Review

New Business

State Farm Grant

New School Board Liason

Phillip Yap, Media Specialist at Terrill Middle School

Correspondence, Communication, Friends

Report from Friends Representative

Carol Campbell, President of the Friends, showcased some information from the Friends Newsletters:

4 new businesses have joined the Friends

Museum Pass is widely used

Annual Meeting will be May 26

She also asked if we should talk to professional fundraisers.

Open Meeting for Public Input

Janelle Roth recently moved back to Fanwood and has offered to help fundraise for the Library.

Meeting Adjournment

Meeting adjourned at 9:07 PM

Motion to approve: P. Plante

Seconded: R. Szeto

Unanimous approval

Respectfully submitted,
Jenn Coppock-Huegel, Secretary