

## **Minutes from Library Board of Trustees Meeting** **Monday, May 11, 2015**

### **Call to Order**

Sheldon Ross, Board President, called to order the regular meeting of the Fanwood Memorial Library Board of Trustees at 7:36 PM. Those present were Dan Weiss, Sheldon Ross, Jenn Coppock-Huegel, Richard Szeto, Kathy Mitchell, Pat Plante, Katherine Balch, Jane Frost-Guzzo, Ann Minski and Phillip Yap.

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 April meeting:

Motion: P. Plante

Seconded: R. Szeto

All in attendance in agreement

### **Director's Report**

#### **Staff Changes**

In addition to Annie's departure, Eileen is leaving as of May 28, 2015.

Gloria is planning to resign by September 30, 2015 or sooner.

Council has approved an increase in salary for a new professional librarian position.

There was discussion of moving from four full-time positions to three and changing one position to two: a bookkeeper or office assistant (approx. 20 hours) and a library assistant (approx. 15 hours).

There was discussion of job descriptions for the new positions and job posting language.

There was discussion of the interview process and how the Board would be involved. The Board will form a committee to review the full-time applicants. The part-time positions will be left to Dan's discretion.

Dan will plan to post the full-time job opening by Wednesday, May 13, 2015. The Board will look at the copy and make any change suggestions tomorrow.

#### **FML Redesign - Resolution, Funding Strategies, Planning & Outreach**

Council passed a Resolution to support the FML Redesign. Now the Board is charged with finding funding sources. In addition, Council approved additional funding for a new professional librarian position.

Sheldon proposed the Board meeting through the summer with the sole purpose of planning and executing a fundraising plan.

Motion: S. Ross

Seconded: K. Balch

Unanimous approval.

Dates of meetings:

Wednesday, June 3, 2015 7:00 PM

Monday, June 29, 2015 7:00 PM

Wednesday, July 22, 2015 7:00 PM

Additional dates will be added as needed.

## **2015 Budget Submission**

### **Memorial Tree Donation - Mr. Payola**

Mr. Payola would like to donate a tree to memorialize his late wife. Steve Falco from the Shade Tree Commission has advised him of some options. Caffrey Tree Service has made recommendations as well. He will pay for the tree and a bronze plaque to be placed on the FML property.

Motion to allow Mr. Payola to plant a tree in his wife's memory: P. Plante

Seconded: A. Minski

Unanimous approval.

### **Tech Upgrade/Mobile Tech Update - JerseyConnect Managed Wifi**

#### **Circulation**

April 2015 - Check Out + Renewal = 3,284/Check In = 3,435

#### **Door Count**

April 2015 - 3,340 total

Sundays (3) - 128

Open 28 days; closed 2 holidays

Daily average (not including Sundays) - 115/ Sunday average - 43

#### **ILLs:**

April - 53 received, 10 sent

#### **Items Added**

April 2015 - 308 books/books on tape, 26 DVDs, 105 periodicals

Total - 439

#### **Financial Report**

*(see attached)*

#### **Children's Department Report**

*(see attached)*

#### **Old Business**

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

Beginning around June 15: email notifications for Materials coming due (Friendly reminder/Overdue/Receipts/etc. The TLC server needs to be upgraded in SPPL before this. Patrons will be able to choose which services they'd like to receive.

#### **State Farm Grant**

**Staff Evaluations**

**Policy Manual Review**

**New Business**

**Danielle Hirschhorn**

**Correspondence, Communication, Friends**

**Report from Friends Representative**

May 26 - Annual Friends Meeting with special guest Ann Hood, author of *The Obituary Writer*.

**Open Meeting for Public Input**

**Meeting Adjournment**

Meeting adjourned at 9:13 PM

Motion to approve: P. Plante

Seconded: R. Szeto

Unanimous approval

Respectfully submitted,  
Jenn Coppock-Huegel, Secretary