

Minutes from Library Board of Trustees Meeting **Monday, June 8, 2015**

Call to Order

Sheldon Ross, Board President, called to order the regular meeting of the Fanwood Memorial Library Board of Trustees at 8:05 PM. Those present were Dan Weiss, Sheldon Ross, Jenn Coppock-Huegel, Katherine Balch, Jane Frost-Guzzo, and Phillip Yap. Richard Szeto, Kathy Mitchell, Pat Plante 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 May meeting:

Motion: K. Balch

Seconded: P. Yap

All in attendance in agreement

Director's Report

Staff Changes

Remaining staff - Dan, Susan, Jill, Nancy, Sheldon and Danielle
Dan has five interviews set up for next week, with a few more possibility.

Front Steps

The front steps have been repaired. There is still one small corner that needs some work, but the steps are safe again.

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. The Board will be meeting over the summer to discuss this.

2015 Budget Submission

\$363,592 is the minimum requirement.

Memorial Tree Donation - Mr. Payola

A Kwazzan Cherry Tree will be planted on Wednesday in memory of Mr. Payola's late wife.

Tech Upgrade/Mobile Tech Update - JerseyConnect Managed Wifi

Circulation

May 2015 - Check Out + Renewal = 3,484/Check In = 3,576

Door Count

May 2015 - 3,461 total

Sundays (5) - 188

Open 30 days; closed 1 holiday

Daily average (not including Sundays) - 110/ Sunday average - 37

ILLs:

May - 29 received, 5 sent

Items Added

April 2015 - 135 books/books on tape, 17 DVDs, 94 periodicals

Total - 246

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 was upgraded in SPPL. Patrons will be able to choose which services they'd like to receive.

State Farm Grant**Staff Evaluations**

Jane knows of someone who is trained in writing staff evaluations and job descriptions, and has offered her services in this area.

Policy Manual Review

We need to review our policy statement in regards to Wi-fi usage and internet use.

New Business**Summer Reading**

The lists will be out soon.

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

Meeting Adjournment

Meeting adjourned at 8:39 PM

Motion to approve: J. Frost-Guzzo

Seconded: K. Balch

Unanimous approval

Respectfully submitted,
Jenn Coppock-Huegel, Secretary