Call to Order

Sheldon Ross, Board President, called to order the special meeting of the Fanwood Memorial Library Board of Trustees at 7:35 PM. Those present were Dan Weiss, Sheldon Ross, Jenn Coppock-Huegel, Katherine Balch, Jane Frost-Guzzo, Phillip Yap, Ann Minski and Kathy Mitchell. Rich Szeto and Pat Plante were absent. Carol Campell from the Friends and Mandy Richards were also present.

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 May 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 Meetings 6/3, 6/8, 6/29, 7/22
Motion to approve minutes
Motion: K. Balch
Seconded: J. Frost-Guzzo
Unanimous approval

Director’s Report

Staff Changes - Salary Adjustments
Motion to go into closed session to discuss staff.
Motion: J. Frost-Guzzo
Seconded: A. Minski
Unanimous approval

Motion to close executive session
Motion: J. Coppock-Huegel
Seconded: K. Balch
Unanimous approval

Motion to accept recommendations for salary adjustments as presented
Motion: J. frost-Guzzo
Seconded: K. Balch
Unanimous approval

FML Redesign - Resolution, Funding Strategies, Planning & Outreach
Snapshots of proposed library usage were written. Dan spoke with Mayor Mahr and she asked for the "next steps" to be taken by the architect.
County Block Grant
Paperwork is due in the beginning of December.

Mobile Tech Initiative Update and Policy Approval
Progress has been made with money from the Friends. Apple products (4 iPads) were purchased with capital funds. Apple and Amazon gift cards were purchased with Friends funds. 3 Kindles and content were purchased.

There was a discussion of how to make patrons aware of the computer and tablet use policy. Changes were suggested to the wording of the policy. Suggestions were also made about how to manage the content and Internet access on the tablets. Another suggestion was made to consult a lawyer before publishing the user policy. Security measures were also discussed.

Purchase Order Signatures - Director/Board Treasurer
Monica, the new bookkeeper has been working with the Borough employees to review Library paperwork and procedures. An issue of check signing in a timely manner came up. Should the Board appoint Dan to sign purchase orders? His signature is acceptable to Fred Tomkins pending Board approval. Discussion ensued. No decision was reached at this time. His signature could be authorized up to a certain limit ($2,500?)

Library Table at Fannywood Day - volunteers
Dan was able to obtain a table at Fannywood Day.
Mandy will set up the table.
Volunteers: Katherine, Jenn,
Magnets, library card sign-up, paper-cutting performer paid for by the Friends

Future e-initiatives

e-Books – eLibraryNJ (Overdrive) Advantage program: $1,000
   Digital magazines (Zinio – Recorded Books; Flipster – Ebsco)

New Phone Installed
Front desk area

LUCC Reception
Tuesday, October 13, 2015

Financial Report
See attached

Children's Department Report
See attached

Statistics
• ILL’s: June: 5 received, 6 sent / July: 20 received, 7 sent / Aug: 14 received, 2 sent
• Items added June/July/Aug. 2015: Books/Books-on-Tape: 706 / DVDs: 40 / Periodicals: 257 (Total 1,003)
• Wifi (implemented May 27) June 1–Sept. 8: 483 distinct clients (161 avg. per month)

**Old Business**
Staff evaluations
Policy manual review

**New Business**
Coordinated Library/Friends Public Relations (email, etc.)
New Library Cards / Swag
Meeting Room Use – charges
Two new guinea pigs are now living with our old favorite Brownie, they are Cinnamon Sugar Pancake and Coconut Marshmallow Cupcake.

**Correspondence, Communication, Friends**

**Report from Friends Representative**
Little Free Library: Mayor Mahr has approved a library box for each of the town's parks. The Friends are working with town Scouts to buy, build and stock these libraries.

**Open Meeting for Public Input**

**Meeting Adjournment**
Meeting adjourned at 9:03 PM
Motion to approve: A. Minski
Seconded: K. Balch
Unanimous approval

Respectfully submitted,
Jenn Coppock-Huegel, Secretary