

Minutes from Library Board of Trustees Meeting
Monday, January 11, 2016

Call to Order

Sheldon Ross, Board President, called to order the special meeting of the Fanwood Memorial Library Board of Trustees at 7:45 PM. Those present were Dan Weiss, Sheldon Ross, Jane Frost-Guzzo, Kathy Mitchell, Rich Szeto, Katherine Balch, and Phillip Yap. Jenn Coppock-Huegel 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 2016, 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

Motion to approve minutes with a minor correction.

Motion: J. Frost-Guzzo

Seconded: R. Szeto

Unanimous approval

Motion made to go into Executive Session to discuss 2015 COL Adjustment for Director's Salary

Motion: Katharine Balch

Seconded: Pat Plante

Director's Report

Dan reported on the January 1, 2016 Fanwood Borough Reorganization Meeting.

Revisions to the State of the Library Report were discussed in anticipation of submission to the Borough Council. Katharine Balch volunteered to assist with further edits.

Policy Review

The existing policy was split up but has not been reviewed by all Board members. Sheldon requested that those who have not yet given Dan their feedback do so by January 21.

Coordinated Library/Friends Public Relations

Friends will produce a newsletter: March will be paper to every resident; May and August will be e- newsletters. The Library has a marketing plan to increase community awareness.

Financial Report

See attached

Children's Department Report

See attached

Statistics

- ILL's: December: 11 borrowed, 6 lent
- Door Count – December 2015 Total: 3,120 / 4 Sundays [incl. in total]: 127
Open 28 days; (closed 3 Holidays) * Daily Avg. [incl. Sundays]: 111 / Sun. Avg.: 32
- Items added December 2015: Books/Books-on-Tape: 171 / DVDs: 27 / Periodicals: 79 (Total 277)
Wi-Fi December (implemented May 27, 2015): 280 distinct clients (30 avg. per day)

Old Business

Staff evaluations will be addressed early this year.

New Business

New Library Cards / Swag
Meeting Room Use – charges

Open Meeting for Public Input

Meeting Adjournment

Meeting adjourned at 9:11 PM

Motion to approve: Rich Szeto

Seconded: Pat Plante

Unanimous approval

Respectfully submitted,
Jane Frost-Guzzo



AGENDA

Board of Trustees Meeting

January 11, 2015
7:30 pm to 9:00 pm

7:30 pm to 7:35 pm

Call to Order

7:35 pm to 7:40 pm

Approval of Minutes from Last Meetings *(see attached)*

7:40 to 8:30 pm

Director's Report

- 2015 COL Adjustment for Director
- Policy Review
- (email, etc.)
- STATE of the LIBRARY - Strategic Plan Executive Summary & Update – DRAFT *(see attached)*
- FML Redesign – Resolution, Funding Strategies, Planning & Outreach
- Financial Report *(see attached)*
- Children's Dept. Report

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Old Business

- Staff evaluations

8:35 to 8:45 pm

New Business

-

8:45 to 8:55 pm

Correspondence, Communications

- Report from Friends' Representative
- Open Meeting for Public Input

8:55 to 9:00 pm

Meeting Adjournment
