

Minutes from Library Board of Trustees Meeting **Monday, November 9, 2015**

Call to Order

Sheldon Ross, Board President, called to order the special meeting of the Fanwood Memorial Library Board of Trustees at 7:38 PM. Those present were Dan Weiss, Sheldon Ross, Jenn Coppock-Huegel, Jane Frost-Guzzo, Kathy Mitchell, Rich Szeto, Pat Plante and Phillip Yap. Ann Minski and Katherine Balch were absent. Carol Campell from the Friends and Mandy Richards was 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 Meeting

Motion to approve minutes

Motion: J. Frost-Guzzo

Seconded: P. Plante

Unanimous approval

Director's Report

2015 Holiday Party

Wednesday, December 16 6:00PM

Motion to approve \$500 for Holiday Party

Motion: P. Plante

Seconded: R. Szeto

Unanimous approval

Clarify Administrative Position

Motion to go into Executive Session

Motion: P. Plante

Seconded: J. Coppock-Huegel

Unanimous approval

Motion to leave Executive Session

Motion: P. Plante

Seconded: K. Balch

Unanimous approval

WordPress

Last week, the website was hacked. It has since been resolved.

FML Redesign - Resolution, Funding Strategies, Planning & Outreach

No news at this time.

Coordinated Library/Friends Public Relations

A library newsletter went out on Wednesday, November 4 through Constant Contact to about 1,200 email addresses.

Mobile Tech Initiative Update and Policy Approval

Computer Use policies were sent to the Borough Attorney for review. It came back with minor changes.

Motion to approve computer use policies as written and approved by Borough Attorney

Motion: J. Coppock-Huegel

Seconded: J. Frost-Guzzo

Unanimous approval

Purchase Order Signatures - Director/Board Treasurer

Discussion ensued. No changes to the current routine were made. The discussion brought to light the need to review the Board of Trustees By-laws in the near future.

First Sunday Programming Initiative

Sunday attendance has been low. To increase attendance, Dan and the staff will initiate a First Sunday program series at 2:00 on the first Sunday of each month.

Hook and Needle Group & Chex Mix

FML's Hook and Needle Group were asked to be in a General Mills' Chex Mix web commercial.

Freeholder Grant

The freeholder grant money has been spent. The FML now owns an AWE workstation, Copernicus Storytime Easel and Makerspace supplies. The LUCC directors are hoping to become a more regular line item in the County Freeholder budget.

Financial Report

See attached

Children's Department Report

See attached

Statistics

- ILL's: September: 18 borrowed, 5 lent
- Door Count - October 2015 Total: 3,658 / 4 Sundays (incl. in total): 134
- Items added October 2015: Books/Books-on-Tape: 205 / DVDs: 16 / Periodicals: 117 (Total 338)
- Wifi October (implemented May 27) 250 distinct clients (30 avg. per month)

Old Business

Staff evaluations

Policy manual review

New Business

New Library Cards / Swag

Meeting Room Use – charges

Strategic Plan Update

By-laws review

Correspondence, Communication, Friends

Report from Friends Representative

The last book sale was a success. The Friends were able to sell the leftover books from the last two years.

The Friends are anxious to work with the Communication Committee and to support the library redesign project.

The next Friends meeting is December 3. The Boy Scout who is doing his Eagle Award project with the Little Library will be there.

Open Meeting for Public Input

Meeting Adjournment

Meeting adjourned at 9:14 PM

Motion to approve: P. Plante

Seconded: R. Szeto

Unanimous approval

Respectfully submitted,

Jenn Coppock-Huegel, Secretary