

Minutes from Library Board of Trustees Meeting Monday, June 13, 2016

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, Jane Frost-Guzzo, Katherine Balch, Ann Minski, Rich Szeto and Phillip Yap. Kathy Mitchell and Pat Plante were absent. Carol Campell, representing the Friends of the Fanwood Memorial Library, was present as well.

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 insertion of correction to number of days in April.

Motion: J. Frost-Guzzo

Seconded: R. Szeto

Unanimous approval

Director's Report

FML Redesign - Public Meeting Strategies & Updates

Rich, Sheldon and Dan met with Fred Tomkins, Colleen Mahr and Jack Molenaar to discuss communication and transparency between the Board of Trustees and the Council. The goal was to find out what the Mayor and Council's intentions were regarding the FML Improvement Plan. Colleen and Jack both verbally expressed support for the "whole thing" (FML Redesign). Colleen suggested we hold two public meetings (July and August, one Tuesday, one Wednesday) regarding the Library. Dan suggested having the meetings at the Library. Colleen asked Dan and the Board to create a short multi-media presentation highlighting the shortcomings of the present Library for those public meetings. Specifically, the focus is technology, moving the children's room upstairs, teen and tween space and home-based businesses. ***Why do we need a improved building?*** Dan began a presentation and asked for input. Discussion ensued and the Board was asked to take some time to make suggestions on the presentation to help polish it.

Possible focal points:

Purpose: To "sell" a new library, services for teens, community programming, family-friendly use

Groups: kids, teens, families, groups

Themes (all based on technology): literacy, youth activities, seniors, businesses

Demographics: children, teen/tween, families, seniors,

Hubs: repair, ADA-compliance, space, infrastructure

Communications Committee Report

No report at this time.

MURAL Agreement

The MURAL agreement needs to be approved by the Board.

Motion to approve the MURAL agreement as presented

Motion: J. Frost-Guzzo

Seconded: A. Minski

Unanimous approval

Freeholder Grant/Kinder-Morgan Grant

The Freeholders will be offering grants to libraries again this year. FML has submitted a request for funds totaling \$7,500. The monies would be used for a book bike, three storytellers for future library events, a robotics program and additional children's programming.

Cost of a FML Membership Card

Currently \$40 - SPPL is \$65

Dan will find out what other surrounding libraries charge and the Board will then take that information to make a decision about possibly changing the cost for FML membership for future memberships.

2016 New Jersey Library Trustee Institute

Katherine and Jenn will attend. The New Jersey State Library will pay the conference cost for one trustee.

Motion to fund the attendance of an additional trustee to the 2016 New Jersey Library Trustee Institute on Saturday, September 10, 2016

Motion: R. Szeto

Second: A. Minski

Unanimous approval

Tutor.com/Zinio

tutor.com - FLM =2; SPPL = 3 (started 4/15/16)

Zinio - May: 5 patrons added, 35 checkouts (started 3/15/16)

Financial Report

See attached

Children's Department Report

See attached

Statistics

- ILL's: April 30 borrowed, 3 lent
- Door Count - May 2016 Total: 3,347 / 4 Sundays (incl. in total): 234 Open 28 days; (closed 1 Sunday, 2 Holidays) *Daily Avg [incl. Sundays]: 120 / Sun. Avg.: 59
- Items added May 2016: Books/Books-on-Tape: 295 / DVDs: 24 / Periodicals: 104 (Total 423)

- Wifi May (implemented May 27, 2015) 295 distinct clients (31 avg. per day)

Old Business

Staff Evaluations

New Business

Sheldon announced that he will be stepping down as Board President as of September 1, 2016. Rich will assume the position of Board President, as per the Trustee By-laws.

Correspondence, Communication, Friends

Report from Friends Representative

Open Meeting for Public Input

Meeting Adjournment

Meeting adjourned at 10:13 PM

Motion to approve: A. Minski

Seconded: P. Yap

Unanimous approval

Respectfully submitted,
Jenn Coppock-Huegel, Secretary