

## **Minutes from Library Board of Trustees Meeting** **Monday, September 12, 2016**

### **Call to Order**

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

Motion: K. Balch; Seconded: A. Minski; Unanimous approval

Approval of Minutes from July Meeting

Motion: K. Balch; Seconded: A. Minski; Unanimous approval

### **Director's Report**

#### **Sheldon Ross**

Sheldon will be officially resigning on September 15, 2016. His term ends in December 2019. Rich will step into the position as President. The mayor will appoint a replacement to fill Sheldon's seat until the end of his term. Jane's and Pat's terms will be ending December 2016.

#### **FML Redesign - Public Meeting Presentation**

Our two Public Meetings went well and the majority of the opinions expressed were positive and supportive. A reporter for the TAP interviewed Dan and the article was supportive as well.

Discussion ensued regarding community involvement and outreach.

Discussion also included the next steps to push this project forward.

#### **Fannywood Day**

The Library will host a table. Library cards will be offered for September, Library Card Sign-Up Month. Plans for the redesign will be showcased there as well. Flyers will be handed out there and at the Friends of the Library's Book Sale this weekend.

#### **Protocol of Committee Actions**

The committee roles have not previously been defined. Defining protocol would be beneficial to all committee members to clearly delineate roles and objectives to move forward. This topic will be revisited at a later meeting.

#### **Tuesday morning opening**

The Library will continue to open early on Tuesday mornings as in the summer. The Library will also be open on weekends again.

**LUCC Reception**

Tuesday, September 27 at Summit Free Public Library 6:30-8:30

**Important Pending Legislation**

Support A2227/S430, A222/S2171, A1427. Dan will send out links to support.

**New Circulation position**

This would be a new part-time position because the Library is short-handed on some shifts.

**Freeholder's Grant**

The FML was given \$7,498.34 to be used for a book bike and children's programming.

**Millennium Strategies - Fanwood Borough Grant Writers**

Grant Writers will be available.

**Financial Report - See attached**

**Children's Department Report - See attached**

**Old Business**

**Staff Evaluations**

Evaluations will be completed this month. Staff salaries will be discussed at the next meeting.

**Cost of a FML Membership Card**

Currently \$40 - SPPL is \$65

Decision to be made at the next meeting.

Motion to allow the public to speak earlier in the meeting.

Motion: K. Balch; Seconded: P. Plante; Unanimous approval

**New Business**

**Correspondence, Communication, Friends**

**Report from Friends Representative**

The Book Sale is happening this weekend. There is a taker for the leftover books. Scotch Plains will not be able to hold their sale next year.

**Open Meeting for Public Input**

**Meeting Adjournment**

Meeting adjourned at 9:06 PM

Motion to approve: P. Plante; Seconded: J. Frost-Guzzo; Unanimous approval

Respectfully submitted,

Jenn Coppock-Huegel, Secretary