Minutes from Library Board of Trustees Meeting  
Monday, November 14, 2016

Call to Order

Rich Szeto, Acting Board President, called to order the special meeting of the Fanwood Memorial Library Board of Trustees at 7:32 PM. Those present were Dan Weiss, Jenn Coppock-Huegel, Katherine Balch, Ann Minski, Rich Szeto, and Jane Frost-Guzzo. Pat Plante, Phillip Yap and Kathy Mitchell were absent. Carol Campell, representing the Friends of the Fanwood Memorial Library, was also present.

Rich Szeto 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 October Meeting with the following correction: Rich Szeto's title is Acting Board President.
Motion: J. Coppock-Huegel; Seconded: R. Szeto; Unanimous approval

Director's Report
FML Redesign and Petition Drive
Dan asked the architects to make us a new board for display in the Library. The new board will include labels on the spaces.

A letter was sent to the Scotch Plains-Fanwood Times as a response to a published letter to the Editor, which raised concerns about the proposed Library Redevelopment Plan.

The petition drive has exceeded the goal of 500 signatures. We are currently counting approximately 800 signatures of Fanwood residents. Carol Campell will speak at the next Council meeting. She has planned her speech with input from other supporters and visual props.

The signature collection is ongoing.

Director Evaluation and Salary Recommendation
Motion to go to Executive Session
Motion: R. Szeto; Seconded: A. Minski; Unanimous approval

Credit Cards - Square
Purchasing this hardware would enable the Library to accept credit cards for fines. There would be 2.75% charge for each transaction.
Motion was made to purchase the hardware and use the service
Motion: J. Coppock-Huegel; Seconded: R. Szeto; Unanimous approval

New Blog - What Should I Read Next?
Dan and the staff have been writing a new blog.
Financial Report - See attached

Adult and Teen Report - See attached

Children's Department Report - See attached

Statistics
ILL's: October - 8 borrowed, 2 lent
Door Count Totals: October - 3,564
    October: Open 30 days [incl. 5 Sundays]; (closed 1 Holiday) Daily Average: 119 Sunday total: 220; Sunday Average: 44
Items Added: October 2016: Total - 258 Books/Audiobooks: 171; DVDs: 13; Periodicals: 74
Wi-Fi [implemented May 27, 2015]: October: 354 distinct clients (34/day)
tutor.com [started 4/15/16]: October FML = 48; SPPL = 16
Zinio [started 3/15/16]: October 4 patrons added, 46 checkouts

Old Business
New Trustee
We currently have one trustee seat open at this time.

Cost of a FML Membership Card
Currently $40 - SPPL is $65/Clark $50/Union $35/Westfield $90/Plainfield $35/Springfield $65/Summit $75/Kenilworth $70
FML 2016 minimum funding was $381,258; Per capita: $381,258/7,651 (2015 census estimate) = $49.83 //Per household: $381,258/2635 (2015 census estimate) = $144.69

Motion was made to raise the price of a FML Membership Card to $65 as of 12/1/16
Motion: J. Frost-Guzzo; Seconded: A. Minski; Yes - J. Coppock-Huegel, A. Minski, J. Frost-Guzzo; No - R. Szeto, K. Balch - Motion passed with a majority vote.

New Business

Correspondence, Communication, Friends

Report from Friends Representative
At the recent Friends meeting, Rich Szeto came to speak.
The Friends are hosting a used jewelry, scarf, and handbag sale. The sale will be held at Forest Road Park on May 5, 6, 7.
Carol Campbell and Dan met with the Seniors at their meeting. There were over 80 people there, including Scotch Plains and Fanwood residents.

Open Meeting for Public Input
Review
Strategic Plan - We will review the Strategic Plan at the next meeting so that we can redirect our efforts. Tasks and committees will be created with clear objectives and goals.

Holiday Party - The FML Holiday Party is on Wednesday, December 7 at the Library at 6:00 PM.

Meeting Adjournment
Meeting adjourned at 9:34 PM Motion to approve: A. Minski; Seconded: K. Balch; Unanimous approval

Respectfully submitted, Jenn Coppock-Huegel, Secretary