

## **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 Campell 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