

## Minutes from Library Board of Trustees Meeting Monday, September 11, 2017

### Call to Order

Jane Frost-Guzzo, Board Vice-President, called to order the meeting of the Fanwood Memorial Library Board of Trustees at 7:34 PM. Those present were Jenn Coppock-Huegel, Katherine Balch, Ann Minski, Mary Everson, Jane Frost-Guzzo, Kathy Mitchell, Pat Plante, Phillip Yap and Dan Weiss. Rich Szeto was absent. Carol Campell, representing the Friends of the Fanwood Memorial Library, was also present, as well as Arleen,

Jane Frost-Guzzo 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 2017, 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 with amendment - "sound system, programs, etc" should be part of the preceding sentence and not a separate heading.

Motion: A. Minski

Seconded: M. Everson

Unanimous approval

Approval of Minutes from August Meeting:

Motion: K. Balch

Seconded: J. Coppock-Huegel

Unanimous approval

### Director's Report

#### **Fundraising**

Kathleen Smythe has a background in fundraising for non-profits, including Wardlaw-Hartridge and Oak Knoll schools. She presented the Board what would happen if we hired her. She would work with the Finance committee. She stated that to be successful, there are 7 elements of success:

solid organization; worthwhile project; compelling case for support; availability of resources; qualified, committed volunteer leadership; pace-setting leadership gifts (for 75% of goal); and realistic and well-executed campaign plan.

She suggested that we decide how much we can raise, we educate the community, we need to calculate campaign costs, decisions have to be made about how to count gifts, especially non-monetary gifts (artwork, real estate, etc.), and how to steward the donors..

She suggested that Board members make gifts to the campaign and make them early.

Board members should be flexible in their goals for the campaign.

Campaign goals need to be clearly stated. Sometimes a survey is taken to create those goals. The Board will need to make solicitation policies and campaign acknowledgement policies. There needs to be a campaign timeline, including publicity events.

Phases of a campaign:

- Write a case statement.
- Get the right people in the right places to run the campaign.
- Have a feasibility study.
- Quiet phase - 75% of goal committed.
- Public phase - intense solicitation
- Final phase - celebration
- Stewardship

### **Board Personnel**

Rich Szeto has resigned as President and Trustee via letter sent to Mayor Mahr dated September 4, 2017.

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

Due to this resignation, Jane Frost-Guzzo succeeds to the office of President, as per the By-laws of the Board of Trustees of the Fanwood Memorial Library.

Discussion ensued regarding the need for a Vice-President. A formal vote may take place regarding the position at the next meeting.

### **Director's 2017 Compensation**

Motion to go into Executive Session to discuss personnel issues.

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

Motion to exit Executive Session

Motion: J. Frost-Guzzo; Seconded: A. Minski; Unanimous approval

### **FLIP Updates**

Dan and Ann met with Colleen regarding the new plan. Kathy will speak to the Mayor to find out what we need to do in order to proceed with the plan.

### **Subcommittees/ Standing committees**

Volunteers are being recruited for committees:

Finance/Fundraising

Advocacy: Mary Everson, Katherine Balch

Policy

Personnel

Publicity/Communications: Mary Everson, Katherine Balch

Building and Grounds: Katherine Balch, Ann Minski, Pat Plante (alternate - Jenn Coppock-Huegel)

### **Staff Changes**

Jill has retired and Anita will be retiring. There will be a party for her on 9/16 at the Library.

Annie has returned on a part-time basis.

Nikki Thompson has been hired on a part-time basis. She is a School Media Specialist.

Rosie Everson is working part-time.

Sara Angel is relatively new as well.

### **Fannywood Day**

The Fanwood Memorial Library will host a table. There is a new canopy and new banner. If the weather is bad, the bookmobile will not be taken out.

### **Library Construction Bond Act**

Dan handed out flyers from NJLA and reminded trustees how to support the Construction Bond Act. Katherine asked that the information on the FML website be updated to reflect the updates.

### **LUCC Reception**

Thursday, September 14, 2017, 6:30 to 8:30 PM at the Linden Public Library. Katherine and Mary are being named Library Advocates of the Year by LUCC, along with Phyllis Brown and Carol Campell.

### **NJLA 2017 Public Policy Institute at Monmouth County Library Sept. 15**

### **Library Journal Public Library Director Summit, Philadelphia Nov. 2, 3**

**Square (credit card) report (implemented 3/16/17) – June – August: gross=\$231.60; net=\$225.23 (-\$6.37 / 2.75%)**

**Metrics report** (*see attached*)

**Financial Report** (*see attached*)

**Adult Services Report** (*see attached*)

**Children's Dept. Report** (*see attached*)

### **Old Business**

### **New Business**

### **Correspondence, Communication, Friends**

The Friends of the Fanwood Memorial Library is currently accepting book donations for the annual Book Sale.

Carol noted that several Friends members have been asking about the possibility of a merged library.

### **Open Meeting for Public Input**

### **Review**

### **Meeting Adjournment**

Meeting adjourned at 10:02 PM

Motion to approve: A. Minski; Seconded: M. Everson; Unanimous approval

Respectfully submitted,  
Jenn Coppock-Huegel, Secretary