

**Minutes from Library Board of Trustees Meeting**  
**Monday, November 13, 2017**

**Call to Order**

Jane Frost-Guzzo, Board President, called to order the meeting of the Fanwood Memorial Library Board of Trustees at 7:33 PM. Those present were Jenn Coppock-Huegel, Katherine Balch, Ann Minski, Pat Plante, Jane Frost-Guzzo, Phillip Yap, Dan Weiss and Kathy Mitchell, representing Mayor Colleen Mahr. Carol Campell, representing the Friends of the Fanwood Memorial Library, was also present. Mary Everson was absent. 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 October Meeting with editing corrections:

Motion: A. Minski

Seconded: P. Plante

Unanimous approval

**President's Statement**

Jane Frost-Guzzo stated,

"I would like to make a statement. We are looking forward to a period of increased activity due to anticipated construction.

It's going to be a very busy time with a lot to do and many decisions will need to be made. Dan's normal schedule is 5 days a week, and barring true emergencies, we should respect his work schedule and his personal life. Also, we all need to be mindful that Dan is the Director and, as such, he directs the staff. It is not our place to give directives to staff members."

**Director's Report**

**FY 2018 Minimum Funding**

The 2018 minimum funding for Fanwood is \$408,537, which is \$15,973 more than it was in 2017. This is a 4.07% increase.

**2018 Salary Recommendations**

Executive Session

Motion to move to executive session: P. Plante

Seconded: A. Minski

Unanimous approval

Motion to end executive session: J. Frost-Guzzo

Seconded: P. Plante

Unanimous approval

## Building Committee Report

The committee will meet with the architect on Thursday, November 16, 2017 at 6:30 PM. The committee discussed a building with two floors in addition to a basement.

Building Committee Meeting Minutes:

November 10, 2017, 9.00am at the library

Katherine called the meeting to order. In attendance: Kathy Mitchell, Dan Weiss, Nancy Kipping, Pat Plante, Susan Staub, Ann Minski, Katherine Balch, and Carol Campell

A. Purpose The purpose of the meeting was to reach a consensus on a building design that the architect can use as a basis for the final design we use in our grant application.

B. Review of Options Each member commented.

1. Basement: We will in all likelihood need a basement for wiring and HVAC.

2. Number of stories: 2. There are egress and fire considerations to work out for second story.

3. Features: adult, kids, teens, business center, programming/meeting space, quiet space, and lounging area

4. LEED certification: May increase cost by 10% and may not reduce ongoing costs. No one knows if it will be necessary for grant approval.

5. Elevator: \$150,000 annual cost/maintenance. Cost for going to additional floors would perhaps add another \$5,000, less if we installed an elevator for staff only.

6. Time frame: It will take about 2 months for the design development phase, which would need to be completed for grant application, and then there would be 4 more months of preparing the documentation for the bid.

7. Closing the library: Building a 2-story new building will likely mean the library will need to close or relocate for 12-24 months. We will still have staff to pay.

8. Next steps: Architect agreed to meet with the committee and bring photographic boards on Thursday, November 16th, at 6:30 or 7. He strongly recommended the committee decide who winds up on the second floor. He commented that having a children's room on the main floor is appealing. It would mean good access for young parents with toddlers and strollers and for young elementary-school patrons. If you bifurcate to two stories, which should prevail? Keeping children downstairs? As soon as you come into front door, you could have the children go to their area. Meeting room on second floor: There will be some challenges with egress, but it can be worked out. How will meeting room be used by community? Restrict how that space will be developed. Food or coffee service? Who would maintain?

Post-conference discussion: Nancy: I believe we could have two glass-walled rooms, one for teens, plus public space for programs, reading space, long wall for exhibits, restroom, storage, last but not least. For staffing purposes, children and teens on upper level easier to staff. The children's level does not check out books. You always have to have someone to check out books. The last person you see is the person at the circulation desk. Supervision: I still have to check in the back of the library for kids hanging out. In our model teens will be serviced by the adult department. What about a mezzanine for the books that are not circulated often? That would free up room to put the meeting room, adult department and children's room downstairs.

## Fundraising Update

Dan met with Kathleen to discuss working on a capital campaign. At this point, she asked that we provide names of potential donors.

## Square

(credit card) report (implemented 3/16/17) – October: gross=\$75.61; net=\$74.91 (fees=\$.71)

## Metrics report

<b>Fanwood Memorial Library</b>			
<b>Metrics Report: Statistics for 11-13-17 Board Meeting</b>			
	<b>2016 Oct.</b>	<b>2017 Oct.</b>	<b>2016-17 % Difference</b>
<b>Door Count</b>	3,564	3,701	4%
<b>Days Open</b>	30	30	0%
<b>Daily Average</b>	119	123	4%
<b># Sundays</b>	5	5	0%
<b>Sunday Count</b>	220	252	15%
<b>Sunday Daily Average</b>	44	50	15%
<b>WiFi Daily Average</b>	34	35	3%
<b>WiFi Clients</b>	1020	1050	3%
<i>started May 27, 2015</i>			
<b>ILLs Borrowed</b>	8	24	200%
<b>ILLs Lent</b>	2	8	300%
<b>Books/Books-on-CD Added</b>	171	201	18%
<b>Periodicals Added</b>	74	91	23%
<b>DVDs Added</b>	13	5	-62%
<b>Total Added</b>	258	297	15%
<b>Tutor.com FML Sessions</b>	48	22	-54%
<b>Tutor.com SPPL Sessions</b>	16	69	331%
<i>started 4/15/16</i>			
<b>Rbdigital (Zinio) Patrons Added</b>	4	1	-75%
<b>Rbdigital (Zinio) Checkouts</b>	46	27	-41%

started 3/15/16			
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**Financial Report**

<b>Board of Trustees Financial Statement</b>			
<b>October 2017</b>			
<b>Meeting Date: 11/13/2017</b>			
<b>INCOME</b>			
October Fines/Fees/Printing	\$451.21		
October State Aid Payment	\$3,173.00		
October Gifts	\$25.00		
Total:	\$3,649.21		
<b>EXPENSES</b>			
<b>From Library Fund/Trust (State Aid):</b>			
	\$0.00		
<b>Total:</b>	<b>\$0.00</b>		
<b>CURRENT LIBRARY FUND BALANCES</b>			
Total (Includes State Aid):	\$73,624.13		(Unity Bank Statement: 10/31/2017)
Fine Receipts (Deposits):	+ \$0.00		( <b>NOT</b> included in Unity Bank Statement)
	\$73,624.13		
Open POs Encumbered (not yet paid):	- \$0.00		
	\$73,624.13		
Available Library Trust Fund	\$73,624.13		(as of 11/13/2017)
FY 2018 State Aid	\$3,173.00		

<b>Available Library Fund:</b>	<b>\$70,451.13</b>	<i>(as of 11/13/2017)</i>
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## Adult Services Report: October 2017

- **ADULT PROGRAMMING**

- **Macbeth**

- Thirty people attended the Hudson Shakespeare Company's performance of Macbeth. The audience loved the spooky show, which played up the drama's supernatural elements, making it a natural fit for the Halloween season.
    - This is the second well-attended library performance by this theater group, and we will have them back next spring.

- **Kanopy**

- Our new movie streaming service is now available to Fanwood card holders. The library pays \$2.00 for each download. Patrons are limited to four movies a month.
    - Kanopy is the latest in a series of new eServices offered to card holders. (rbDigital audio and eBooks and ComicsPlus launched in July.)

- **Ebook** usage is up

- **TEEN PROGRAMMING**

- **SAT Tutoring**

- Free 8-week class taught by Manjula Sohal, a high school math teacher
    - 8 kids enrolled (12 spaces available)

- **Photography Contest:** November 15<sup>th</sup>-February 15<sup>th</sup>

- Teens are asked to submit a photo that shows us Fanwood-Scotch Plains through their eyes.
    - Open to Fanwood-Scotch Plains card holders in grades 6-12
    - Two contests: Middle School and High School
    - Prize for each contest is \$50

- **Teen Tuesdays**—pizza and Maker Space/DIY activities, once a month

- **Teen webpage** will be added to the main website and include study links, library events, new YA books and other relevant library info.

- **Girls Who Code Club**

- The weekly club recently moved from Park Middle School to the library because we offer more convenient hours, a dedicated meeting room and Maker Space materials (e.g. arduionos, makey makey). The library also has 4 laptops available for girls who can't bring their own to meetings.
      - The club receives a small stipend for materials and is working with the library to expand our STEM/Maker Space materials.

- Joe Llano is the club's parent facilitator and has been proactive about supporting the library within his group, including advocating for the Bond Act with club families.
- **ADULT COMMUNITY OUTREACH**
  - **Adult Sign Language class:** Meets at the library two Monday evenings a month
  - **Epilepsy support group:** New group just beginning outreach. No meeting time determined, yet.
  - **State Health Insurance Policy (SHIP) Outreach Counselor** scheduled two informational sessions for patrons during the Medicare Open Enrollment Period (October 15<sup>th</sup>-December 7<sup>th</sup>)
  - **Non-fiction Book club with The Chelsea:** Working out the details with Phyllis Brown, from the Friends group. So far, it looks like Phyllis will facilitate the group and the library will support the group by finding books via ILL, if necessary.
- **UPCOMING PROGRAMS:** We are looking forward to Bollywood dancing in November and a Middle School Coding class in December.

### **Children's Dept. Report**

FANWOOD MEMORIAL LIBRARY CHILDREN'S DEPARTMENT  
REPORT TO THE BOARD OF TRUSTEES  
November - 2017

#### FALL PROGRAMS

Attendance at Fall Storytimes has been low, but slowly building. Dental Hygienist, Bobbie Altieri from Westfield Pediatric Dental Group presented to parents & children at Storytimes the week of Nov. 6<sup>th</sup>. Bobbie did a great job with each age group, bringing a dragon puppet with huge teeth for brushing, Dental professional attire (including child-size lab coats) for the kids to pretend to be dentists, and many hints for parents, and an opportunity for parents to ask questions.

Librarian, **Linda Olsen** continues to have low attendance at the Fall **Sensory Storytimes** monthly on first Saturdays. We have chosen Saturdays in hope that more families will be able to participate. This program will continue throughout the year on the First Saturday of the month. We will continue to publicize and make some more contacts to see if we can serve a need with this program or not.

Librarian, **Danielle Hirschhorn** planned and presented **Create Your Own Video Games** (Scratch) on Tuesdays after school for those in Grades 4-6. Attendance was very low and sporadic.

Susan's **Story Jumble** combining stories and more intricate crafts for those in Grades 3-5 on Thursdays in the early evening during the Fall has been a no go.

On **Halloween**, the Library sponsored a Wacky Castle inflatable maze on the front lawn from 4:30 to Parade Start. This was well-received and attracted many young families with children 6mos. to 3 years. This was paid for by a grant from the UC Freeholders.

Kitty Jones, will be presenting her Mrs. Claus Show here at the Library prior to the town's Santa activities on Sunday, December 3<sup>rd</sup>. Her program is also thanks to the Freeholders' grant.

Author Robert Constant will present his book: "Hey Tuskegee," about the people and history of Tuskegee University in Alabama. His presentation will be for families. The interest level of the book would be for ages 7-9. Robert will present on Sunday, February 11<sup>th</sup> at 2 pm in celebration of Black History Month.

### **Old Business**

### **New Business**

Our Strategic Plan is nearing the end of the plan dates of 2013 - 2018. The time has come to start reporting on the plan in place and begin creating a new plan.

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

Carol Campell, representing the Friends of the Fanwood Memorial Library, reported the following:

1. National Friends of Libraries was well celebrated
  - a. Downtown merchants appreciated our thank you
  - b. Proclamation from Council
2. Little Libraries project publicity to come out soon. We may want to do more!
3. Looking to do another fundraiser in the Spring (we will not do an annual accessory sale). Considering some ideas.
4. Library support: I believe we will be supporting the guinea pigs. Ok'd continued support of ebook subscription \$2,262.00. Museum pass up for review at the end of the year. Still hoping for a MOMA subscription.
5. Successful bond act vote. Thanks to everyone who helped! Fanwood vote was better than statewide final (Fanwood 67/33 vs. state 60/40, yes/no)
6. Meeting again in December
7. We're looking for a Facebook volunteer.

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

### **Review**

### **Meeting Adjournment**

Meeting adjourned at 9:08 PM

Motion to approve: K. Balch

Seconded: J. Coppock-Huegel

Unanimous approval

Respectfully submitted, Jenn Coppock-Huegel, Secretary