

Minutes from Library Board of Trustees Meeting
Monday, April 9, 2018

Call to Order

Ann Minski called to order the meeting of the Fanwood Memorial Library Board of Trustees at 7:34 PM. Those present were Kathy Mitchell, Jenn Coppock-Huegel, Katherine Balch, Ann Minski, Jane Frost-Guzzo, Philip Yap, Dan Weiss and Jason Hagman. Pat Plante and Mary Everson were absent.

Ann Minski 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 2018, 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 March with the following changes:

Philip Yap was not present

The date should read 2018, not 1918

Motion to approve minutes: K. Balch

Seconded: J. Frost-Guzzo

Unanimous approval

Director's Report

New Board Member

Jason Hagman is joining the Board of Trustees for the Fanwood Memorial Library. Ann swore him in in front of the Board during the meeting. Welcome to the Board, Jason! We now have a full board serving.

FLIP updates; FAQs; next steps

Discussion of process of payment for services to architect. Dan will ask John Viesz for an invoice. In the meantime, the contract has a signature line for the Board of Trustees; however, it seems to the Board that the Borough Council should sign to promise payment. Ann will wait to discuss this with Fred and Colleen before signing the contract. Kathy will go to Borough Hall tomorrow with these issues.

FAQs:

Katherine submitted to Dan a set of FAQs, which she had revised based on board input. Dan has posted them in the website.

Next Steps:

Fundraising is in its early stages. Possible donors are being sought now. Kathleen Smythe has been advising Dan and the Board on how to proceed with fundraising. The Fundraising Committee consists of Dan, Pat and Jane.

Legislative Breakfast

LUCC is holding its annual Legislative Breakfast on Friday, May 18, 2018 from 8:00 - 10:00 AM at the Cranford Community Center.

Trustee Training

ALA provides *Short Takes for Trustees*, a video series of trustee training videos. The Board was presented with “What it Means to Be a Trustee” at this meeting.

2018 SP Shared Services costs

The cost of shared services for Fanwood has gone up slightly.

Square

(credit card) report (implemented 3/16/17) – March: gross=\$91.80; net=\$89.26 (fees-\$2.54)

Kanopy report

Kanopy (movie streaming) report (implemented 10/2017)

March: 19 plays

2018 Annual Snapshot (year to date): 404 visits; 80 plays

Metrics report

Fanwood Memorial Library						
Metrics Report: Statistics for 4-9-18 Board Meeting						
	2017 March	2018 March	2017-18 % Difference	2017 YTD Total	2018 YTD Total	2017-18 % Difference
Door Count	3,482	3,689	6%	6,594	7,206	9%
Days Open	26	27	4%	54	56	4%
Daily Average	134	137	2%			
# Sundays	4	4	0%	8	8	0%
Sunday Count	273	294	8%	488	499	2%
Sunday Daily Average	68	74	8%			
WiFi Daily Average	33	36	9%			
WiFi Clients	858	972	13%	1,726	1,929	12%
started May 27, 2015						
ILLs Borrowed	21	20	-5%	39	42	8%
ILLs Lent	9	4	-56%	17	7	-59%
Books/Books-on-CD Added	152	189	24%	300	378	26%
Periodicals Added	69	79	14%	165	157	-5%

DVDs Added	15	3	-80%	38	16	-58%
Total Added	236	271	15%	503	551	10%
Tutor.com FML Sessions	11	28	155%	25	52	108%
Tutor.com SPPL Sessions	12	30	150%	41	64	56%
started 4/15/16						
Rbdigital (Zinio) Patrons Added	1	2	100%	5	3	-40%
Rbdigital (Zinio) Checkouts	59	73	24%	139	129	-7%
started 3/15/16						

Financial Report

Board of Trustees Financial Statement

March 2018

Meeting Date: 4/9/2018

INCOME

March Fines/Fees/Printing	\$691.90
March Grants	\$0.00
March Gifts	\$0.00
March Ongoing Booksale	\$60.00
Total:	\$751.90

EXPENSES

From Library Fund/Trust (State Aid):

	\$0.00
Total:	\$0.00

CURRENT LIBRARY FUND BALANCES

Total (Includes State Aid):	\$80,990.01	(Unity Bank Statement: 3/30/2018)
Fine Receipts (Deposits):	+ \$0.00	(NOT included in Unity Bank Statement)
	\$80,990.01	
Open POs Encumbered (not yet paid):	- \$0.00	
	\$80,990.01	

Available Library Trust Fund	\$80,990.01	(as of 4/9/2018)
FY 2018 State Aid	\$3,173.00	
Available Library Fund:	\$77,817.01	(as of 4/9/2018)

Adult Services Report: March 2018

ADULT and FAMILY PROGRAMMING

- **MAKERS DAY, March 10th.** Almost 200 people visited our Makers Day event. Upstairs family activities:
 - A Jewelry Making Class taught by Perthea Brown was attended by 15-20 kids and adults. Most students pre-registered for the class, but Perthea was flexible and a few walk-ins joined the class, too.
 - Three Coding Classes were taught by Julia Ellis, a mentor from the library's Girls Who Code Club. Two classes used different coding platforms to create music and a third class taught kids how to make and use a Caesar Cipher to decode secret messages.
 - Julia's assistant brought a drone that he demonstrated in the library. He also showed folks how to program a small robot with an Arduino.
 - Members of a local Girl Scout troop ran a Button Making Station and a PomPom Making Station. The Button Maker was the most popular event of the day for both kids and adults!
 - Local 3D Printing expert Geoff Shorts brought his 3D printer to the library and printed off Fanwood Library keychains for patrons as he demonstrated 3D design. The demonstration was a hit and drew all ages.
 - Snap Circuit projects overseen by our library pages were also popular.

- Staff from Representative Bonnie Watson Coleman's office were at the library on March 28th to answer questions. Ten people stopped by to talk. The staff explained that ten visitors was a lot for a small library like ours and they were especially please that many visitors came to the library specifically to talk with them.

- **TEEN PROGRAMMING**
 - On March 12th, the Board of Trustees presented awards to the winners of our first teen photography contest: Your Town Through Your Eyes. The winning photos are on display at the library throughout the spring. The contest was a great success and we plan on it becoming an annual event.
 - Teen Tuesdays (March 6th), A few teens gathered to plan events for Makers Day.
 - SAT Course: Ten students are enrolled in our free Math SAT class taught by Manjula Sohal, a certified HS Math teacher. The eight-week class runs March 8th-April 26th.
 - Girls Who Code Club: Our club held its 2018 graduation ceremony on March 20th. Club members shared their projects with their friends and families. To celebrate the girls' achievements, the library will dedicate a new coding book in our collection to each graduate.

- **UPCOMING PROGRAMS:**
 - ANYA KAMENETZ, lead digital education correspondent for NPR and author of *The Art of Screen Time How Your Family Can Balance Digital Media & Real Life*, will be at the library on April 25th at 7pm to answer questions and talk about her book.
 - <https://www.nytimes.com/2018/03/08/books/review/are-iphones-bad-for-kids.html>

- <https://www.nytimes.com/2018/03/03/opinion/sunday/kids-technology-addiction-screentime.html>
 - <http://www.anyakamenez.net/>
 - TEEN TUESDAYS: Journaling
- ADULT PROGRAMMING
 - Bollywood Dance
 - About 15 people attended this fun presentation and dance class. The audience included kids and adults. Everyone had a lot of fun dressing up in traditional costumes and trying something new.
- TEEN PROGRAMMING
 - Photography Contest: November 15th-February 15th
 - 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
 - Girls Who Code Club and Computer Education Outreach
 - Teen mentors from this group are developing additional library programs for middle schoolers. Our first program will coincide the National Hour of Code, which occurs the week of December 4th.
- ADULT COMMUNITY OUTREACH
 - The Scrabble and Knitting groups continue to meet each week and have asked the library to help reach out to new members.
- UPCOMING PROGRAMS: We are looking forward to two new coding classes for middle schoolers and a holiday craft for teens and families. Plans for Maker's Day (3/10/18) are also beginning—last year we had over 100 people take part in our Maker's Day programming.

Children's Dept. Report

This report will be presented to the Board at a later date.

Old Business

The Strategic Plan will need to be updated. Our current plan ends in 2018.

New Business

- Jane asked about patrons having the ability to view their borrowing histories. Dan explained that in the past, that feature was not available for Homeland Security reasons. After a discussion, Dan agreed to look into the possibility of enabling that feature.
- The annual Financial Disclosure statement has been mailed and must be submitted at this time.
- The video mentioned the importance of indemnity insurance for Board members. Kathy was asked about the same for Council members. She will find out. Are Board members? We need to find out.

Correspondence, Communication, Friends

Carol Campell, representing the Friends, reported on Friends business.

- The Friends have set a goal regarding membership. They've stepped up their campaign in order to meet their goal.
- The Friends' Annual Meeting will take place on May 9 with Fanwood Councilman and author Tom Kranz as their speaker.
- Book Sale planning is underway. The sale will take place on September 20-23, 2018.
- There is a business outreach campaign being planned.
- The SP and Fanwood Friends will be running a drawing for tickets to the Harry Potter exhibit at the New York Historical Society this fall. Only Friends members are eligible.
- The newsletter has been distributed. Thank you to Katherine for putting it all together.

Open Meeting for Public Input

Review

Meeting Adjournment

Meeting adjourned at 9:04 PM

Motion to approve: K. Balch

Seconded: J. Coppock-Huegel

Unanimous approval

Respectfully submitted,

Jenn Coppock-Huegel

Acting Secretary