

Minutes from Library Board of Trustees Meeting
Monday, December 10, 2018

Call to Order

Ann Minski, Board President, called to order the meeting of the Fanwood Memorial Library Board of Trustees at 7:34 PM. Those present were Ann Minski, Mary Everson, Jane Frost-Guzzo, Kathleen Smythe, Jason Hagman, Pat Plante, Phillip Yap, and Dan Weiss. Carol Campell, representing the Friends of the Fanwood Memorial Library, was also present. Jenn Coppock-Huegel and Kathy Mitchell 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 2019, 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 the Monday, October 15, 2018 meeting, with correction of the day of the holiday party amended to Tuesday, December 11, 2018:

Motion to accept: Jane Frost-Guzzo

Seconded: Kathleen Smythe

Unanimous approval

Committee Reports

Building Committee

Trustee Members: Ann Minski, Pat Plante

- Dan reviewed the progress on the library project design in regard to feedback from Mayor Mahr and Adam Kois to the architect, John Veitz.
- This feedback primarily concerned the outside design for the library to bring it more in line with the neighborhood and community structures.
- Changes in the roof designs might also impact the spatial arrangements inside the library, particularly concerning the location of the Children's space under the mezzanine.
- Dan and the staff members are fine with the current interior design.
- John Veitz is waiting to do the elevations until the design has final approval.
- Adam seems to be in favor of the most recent design changes from John.
- Dan will send a letter to Mayor Mahr to solicit her approval so that we can settle on this as a final design plan.
- Tweaking will still be possible, but a final design is also needed for publicity purposes.
- Carol raised questions about the kitchen space and other specific items.
- Ann raised the question to the board of having the Building Committee support a motion indicating support for the latest iteration of this design, Conceptual Study Option #6C as the final design for the new Fanwood Library Project.
 - A motion to support the above plan was made by Jane Frost-Guzzo
 - A second to the motion was made by Pat Plante
 - Unanimous approval

- Dan reported that he reached out to Borough Council members to visit the library and discuss our needs and plans. Patricia Walsh came. Russ Huegel and Tom Krantz are planning to come soon.

Fundraising/Finance Committee

Trustee Members: Pat Plante, Jason Hagman, and Kathleen Smythe

- No report

Advocacy Committee

Trustee Members: Mary Everson,

- No report

Personnel Committee

Trustee Members: Jane Frost-Guzzo, Jenn Coppock-Huegel

- Jane and Jenn met on December 5th, and Jane and Ann met on December 6th. They do not feel they are ready to go ahead with recommendations on the salary issues yet.
- They plan to meet again on December 31st and be ready to make recommendations at our January, 2019 meeting.
- Dan discussed the new family leave law for any hourly wage earners.
 - Full time staffers already have this.
 - Now part time staffers will get this coverage as well.
 - Changes in the minimum wage may also affect our budget and finances in regard connection with personnel issues.

Strategic Plan Update 2019

Trustee member: Jenn Coppock-Huegel; Friends' advisor: Katherine Balch

- Jenn is continuing to work of the Strategic Plan; Dan will supply more information and hopefully present it in January, 2019.

Director's Report

- 2019 Salary & Wage Recommendations – based on Personnel Committee discussions, these decisions have been postponed until our January, 2019 meeting.
- 2019 Board Meeting Dates and Holiday Closings – (*see attached*)
 - A motion was made by Pat to approve the Board Meeting dates for 2019.
 - Seconded by Kathleen
 - Unanimous approval
- 2019 Trustees
 - Jenn's term is up, and she will not be continuing as a trustee.
 - Discussion of finding a new trustee included:
 - recommendations from Susan Staub of library users in the children's department
 - reaching out to other community members who may have recommendations
 - a candidate needs to be recommended by Dan and approved by the mayor
- OPRA Request (Open Public Records Act) –
 - Eleanor McGovern received an email from Diane Howorth, an administrative assistant with the Fanwood Police Department, requesting information about how much the new library project would cost her and what it would do to her taxes, as a citizen of Fanwood.
 - Dan shared this information with her (Eleanor McGovern? or Diane Howorth?)

- A week later, an OPRA request was made by Robert Howorth, husband of Diane Howorth. Any citizen may make this request.
- Dan sent a response and Eleanor will fill in additional information.
- Discussion ensued regarding inviting Fanwood's Police Chief to the library to review and discuss the new library building project.
- We need to continue to work on our FAQs and "elevator speeches" with pertinent and current information about the library building project. Dan will develop an electronic resource for this, as well.
- Square (credit card) (*implemented 3/16/2017*)
November: gross=\$66.00; net=\$64.18 (fees: \$1.82)
- Kanopy (streaming movies) (*implemented 10/2017*)
October: 41 plays * 2018 Annual Snapshot (*year to date*): 2.119 visits; 278 plays.
- Metrics report (*see attached*)
- Financial Statement (*see attached*)
- Adult Services Report (*see attached*)
- Children's Dept. Report (*see attached*)

Old Business

- RFID Conversion – TechLogic /Bibliotheca
 - Radio Frequency Information will be entered into every library object and completed during the move and transition to the new library building.
- MeetUp (App) –
 - has the Friends support; Host cost is \$180. /year; email notifications are sent
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New Business

Correspondence, Communications

- Report from the Friends' President, Carol Campell:
 - The Book Sale committee meets on December 11, 2018.
 - A thank you note was sent to Mayor Mahr for the volunteer party for the Friends.
 - Museum Pass additions: MOMA and the Brooklyn Botanical Gardens.
 - Outreach donation - \$1000. to Constant Contact.
 - Brochures for the Friends of the FML continue to be piloted.
 - New library project comments/suggestions:
 - Re: Presentation to Mayor Mahr – she may want a clearer visual presentation of what the exterior of the new library will look like.
 - Invite other town officials to the library to review and discuss problems with the current structure and the plans for the new library – i.e., John Piccola, Fanwood's Fire Chief, and Bob Budiansky of the Recreation Commission.

Meeting Adjournment

Meeting adjourned at 9:06 p.m.; Motion to approve: Jason Hagman; Seconded: Pat Plante
Unanimous approval