

Minutes from Library Board of Trustees Meeting
Monday, November 12, 2018

Call to Order

Ann Minski, Board President, called to order the meeting of the Fanwood Memorial Library Board of Trustees at 7:36 PM. Those present were Ann Minski, Mary Everson, Jane Frost-Guzzo, Jenn Coppock-Huegel, Kathleen Smythe, Kathy Mitchell, Phillip Yap, and Dan Weiss. Pat Plante and Jason Hagman were absent. Katherine Balch, representing the Friends of the Fanwood Memorial Library, was also present. 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 the Monday, October 15, 2018 meeting:

Motion to accept: Jenn Coppock-Huegel

Seconded: Jane Frost-Guzzo

Unanimous approval

Committee Reports

Building Committee

Trustee Members: Ann Minski, Pat Plante

- See attached notes from Ann:
 - ✓ Minutes of the Building Committee Meeting, 10/16/18; in attendance were Dan Weiss, Ann Minski, John Veitz, Phil Green, Adam Kois
 - Discussion of Ann's notes; the meeting was cordial
 - John and Phil were receptive to Adam's suggestions
 - ✓ Dan spoke with John Veitz earlier today and John told Dan that he would have something for us to look at soon –
 - probably 800 square feet less in space; design more in line with the neighborhood architectural styles
 - next month there should be an updated design for the Board to review
 - then, John Veitz should be able to move forward with work on models and how to unveil the project to the Mayor, Town Council, and the public
 - ✓ Notes from Meeting with Fanwood Community Foundation, 9/20/18; in attendance were Dan Weiss, Ann Minski, Peter Chemidlin, Thomas Ryan, Sarah Johnston, Judy Lynch, Nancy Magelinski, Stephen Magelinski (missing Neil Schembre)
 - The Fanwood Foundation is willing to help us out. We need to be sure not to comingle the building funds with the "fundraising" money.

Fundraising/Finance Committee

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

- Brief discussion of potential use of marketing

Advocacy Committee

Trustee Members: Mary Everson,

- See attached report, which Mary handed out and reviewed with the trustees present.
- Discussion of the Saint Helen's Church promotional video Dan emailed to us and then showed highlights to us at meeting
 - ✓ Would this kind of video be good for our library project?
 - ✓ When would it be most useful? – probably premature until we have the grant from the state
- Discussion of the NJ State Library grant application process
 - ✓ long drawn out process due to several agencies being involved in the approval of regulations; see handout

Personnel Committee

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

- They will meet this week and report to the board next month.

Strategic Plan Update 2019

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

- Discussion of what the Strategic Plan covers; written information sheet presented
 - ✓ what has been achieved based on the prior strategic plan
 - ✓ what still needs to be accomplished from the prior strategic plan
 - ✓ plan for the new library building project
 - ✓ a chart for how far we have come
 - ✓ information from other plans and other committees
 - ✓ Board of Trustees and library staff "wish lists" regarding where they would like to go, goals they want to see achieved
 - ✓ Ann noted she liked the stream lined version presented this time (bullet points)
 - ✓ Dan said he would fill in some appropriate numbers

Director's Report

- Trustee Institute – Saturday, October 27 – Ann, Mary, and Jenn attended
 - ✓ written summary handouts of our impressions and reflections and important points from the meetings we attended were shared
 - ✓ copies of informational handouts from the institute were shared
 - ✓ important points of information:
 - the treasurer of the Board of Trustees should be bonded
 - discussion of Roles and Responsibilities of Trustees should be reviewed by all trustees
 - the library can ask for suggested donations from groups meeting at the library but not rental fees

- 2019 Salary & Wage Recommendations – the Board went into Executive Session for this discussion
- MeetUp – re: Advocacy / Social Media
- NJLA 2018 Management Forum – We All Have Our Stories to Tell – November 28
- NJLA “Do It” Conference on November 8 at RVCC – Diversity & Disabilities Conference
- Square (credit card) (*implemented 3/16/2017*)
October: gross=\$63.00; net=\$61.24 (fees: \$1.76)
- Kanopy (streaming movies) (*implemented 10/2017*)
October: 18 plays * 2018 Annual Snapshot (*year to date*): 1,716 visits; 237 plays.
- Metrics report (*see attached*)
- Financial Statement (*see attached*)
- Adult Services Report (*see attached*)
- Children’s Dept. Report (*see attached*)

Old Business

- Holiday Party – **Wednesday, December 11 (new date!)**, 2018 at 6:00 p.m.

New Business

- Jane expressed confusion regarding the Children’s Report on the Mother Goose Halloween activity; lack of response will lead to a change for next year.

Correspondence, Communications

- Report for the Friends’ representative, Katherine Balch; see attached.

Review

Meeting Adjournment

Meeting adjourned at 9:27 p.m.

Motion to approve: Mary Everson

Seconded: Jenn Coppock-Huegel

Unanimous approval