

Minutes from Library Board of Trustees Meeting
Monday, October 15, 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, Jason Hagman, Pat Plante, Phillip Yap, Kathleen Smythe, and Dan Weiss. Carol Campell and Katherine Balch, representing the Friends of the Fanwood Memorial Library, were also present. Kathy Mitchell and Jenn Coppock-Huegel 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 the Monday, September 17, 2018 meeting, amended to correct the date from 1918 to 2018:

Motion to accept: Jane Frost-Guzzo

Seconded: Jason Hagman

Unanimous approval

Committee Reports

Building Committee

Members: Ann, Pat (additional members ?)

- Dan met with Adam Kois last Tuesday, October 9, 2018, for a review of the new drawings of the outside of the proposed new library.
- The committee is scheduled to meet tomorrow, 10/16/18, with Dan, Ann, John Veisz, and Adam Kois.

New Trustee

- Kathleen Smythe was sworn in as a new trustee, replacing Katherine Balch, by Board of Trustees President, Ann Minski.
- Kathleen spoke and gave us some background information about herself, her work experience, her family, and her volunteer activities, especially here in Fanwood.
- Jane offered information about an orientation for new Board of Trustees members (Jason Hagman and Kathleen Smythe), the Trustees Handbook and By-Laws, and that we meet regularly on the second Monday of each month, except during July and August.

Fundraising/Finance Committee

Members: Pat, Jason, and Kathleen

- On September 20, 2018, Dan and Ann attended the Board meeting of the Fanwood Foundation.
- Members Peter Chemidlin and Tom Ryan asked questions.
- They expressed support for our capital campaign for our new library building project.

- Any contributions would not be used for the building itself, but for specific items, in order to prevent comingling of funds with the monies for the actual building.
- Ann will submit a report.

Advocacy Committee

Members: Mary,

- See attached report, which Mary reviewed with the trustees present.
- Questions raised and discussed included:
 - Assuring that the mayor and borough council members are fully on board with our library building project
 - Inviting the council members, perhaps one at a time, to come and meet with Dan and a trustee to tour the library and see in person the problems the library has, the repairs needed, and the solutions a new building could offer, etc.; and communicate the main purposes for a new and expanded library to become fully ADA compliant, and create a community hub to serve all of our residents
 - 1st priority seen as getting the design settled and approved

Personnel Committee

Members: Jane and Jenn

- See attached report
- Report on the LUCC dinner
- Preview of Trustees Institute
- Personnel Policy needs to be fine-tuned –
- Background checks are conducted for all employees except for pages
- Plan to be developed for short and long term salary reviews – progress to be reported at our next meeting.

Strategic Plan Update 2019

No report. Committee member, Jenn Coppock-Huegel not present.

Director's Report

- 2019 Minimum Funding - \$415,990 – up 1.83% from 2018 amt. of \$408,537 (+\$7,459)
- Website Update – Discussion of Rosetta Stone issues and improvements needed
- Trustee Institute – Saturday, October 27 – Ann, Mary, and Jenn will attend
- NJASL Outstanding Library Media Specialist Award
- Square (credit card) (*implemented 3/16/2017*)
 - September: gross=\$79.80; net=\$77.61 (fees: \$2.19)
- Kanopy (streaming movies) (*implemented 10/2017*)
 - September: 15 plays * 2018 Annual Snapshot (*year to date*): 1,569 visits; 219 plays.
- Discussion of loan out mobile hotspots – electronic devices that link to services and provide data, for example Roku, a TV stick used like a USB
- 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 19, 2018 at 6:00 p.m.

New Business

Correspondence, Communications

- Report for the Friends' representative, Carol Campell; see attached.
- The Friends were recognized for their many years of service tonight at the Fanwood Borough Council meeting.

Review

Meeting Adjournment

Meeting adjourned at 9:13 p.m.

Motion to approve: Pat Plante

Seconded: Jane Frost-Guzzo

Unanimous approval