

Minutes from the Fanwood Memorial Library Board of Trustees Meeting
Monday, September 17, 1918

Call to Order

Ann Minski, Board President, called to order the meeting of the Fanwood Memorial Library Board of Trustees at 7:37 PM. Those present were Ann Minski, Katherine Balch, Mary Everson, Jane Frost-Guzzo, Jason Hagman, Pat Plante, Phillip Yap, and Dan Weiss. Carol Campell, representing the Friends of the Fanwood Memorial Library, was 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, June 11, 2018 meeting:

Motion to accept: Mary Everson

Seconded: Pat Plante

Unanimous approval

Committee Reports

Building Committee

The committee met on August 22, 2018 and was attended by Katherine Balch, Ann Minski, Pat Plante, Dan Weiss, Mayor Colleen Mahr, architect John Veisz, and Adam Kois, the architect of the Fanwood Historical and Preservation Committee. Discussion at this meeting included the following:

- Refinements at this time were not seen as particularly different from the earlier design.
- The exterior designs were not approved from a previous meeting; discussion lead to a need for the exterior design to be more in keeping with the architectural styles of the neighborhood and to be seen as more "neighborhood-friendly" as it sits on the site and as it will be viewed from the train station.
- The architect will be looking to refigure the footprint of the new library building with concerns to be addressed regarding flooding in the basement level, reuse of the existing basement, and/or a new foundation.

Dan, Katherine, Adam Kois, and John Veisz participated in a conference call this evening before our trustees' meeting. They discussed Mayor Mahr's concerns about identifying and promoting how the spaces of the new library will function, i.e., design of the community room and the stage, AV design, business center; also raised was a need for further survey of local organizations. The mayor was especially interested in the need to present that information to the public, promoting the benefits of the new library as primary, rather than a focus of the cost of the project being foremost in the public's minds.

Strategic Plan Update 2019

Katherine reviewed the revisions and update that she and Jenn had worked on for the new Strategic Plan, and discussion accompanied her presentation. The stated goal of the review was to take out, change, or add information and/or tasks, and address goals that no longer apply or need to be revised, address goals that still need to be completed or need to be added into the new strategic plan for the next period of years.

- Ann commented that more information and points need to be included about the new library building project.
- Dan addressed the current and future technical needs, including his plan to significantly update the library's website.
- We spoke of identifying goals that can be accomplished, services continuing or being added or updated, and space and safe access.
- New building goals and expectations in regard to the application for the NJ state grant:
 - Grant application to be submitted in December, 2018
 - Learn if FML has been approved for the grant in mid-2019
 - Architectural bids accepted during 2019
 - Shovel in the ground Spring, 2020
 - Need for temporary home for FML
 - Cutting the ribbon?
- Questions to consider for the new Strategic Plan:
 - What is the function of a Strategic Plan?
 - How do we plan to use the spaces in the new building?
 - Ongoing funding?
 - This will likely continue by the municipality as the minimum required by the state.
 - How will we measure and communicate progress?
 - ALA – look for guidance to use statistics to compare new and old strategic plans
 - conduct periodic reviews and compile reports and communicate via the Town Council liaison with the Mayor and Town Council

Fundraising/Finance Committee

Pat and Jason – nothing to report this month; will meet soon

Advocacy Committee

Mary and Katherine – nothing to report this month; will meet soon

Personnel Committee

Jane and Jenn – nothing to report this month; will meet soon

Director's Report

- RB Digital has started and is streaming (Acorn TV; Stingray-Quello; Indieflix; Pongal) and Marvel Comics

- Mary Ann Bonacum is a new hire and is working part-time, both upstairs and downstairs in the Children's Department.
- Trustees Institute – Saturday, October 27, 2018; Ann and Mary plan to attend; registration deadline is 10/12/18.
- Square report
- Kanopy report
- Metrics report
- Financial Statement
- Adult Services report
- Children's Dept. report

Old Business

New Business

- Holiday Party – motion needed to approve funds for the holiday party and the date of Wednesday, December 19, 2018 at 6:30 p.m. for the holiday party
Motion to approve: Jane Frost-Guzzo
Seconded: Pat Plante
Unanimous approval
- Katherine Balch submitted her resignation from the Fanwood Memorial Library Board of Trustees. Board members expressed their surprise, regret, and best wishes with Katherine. Carol Campbell shared remarks with the board expressing gratitude for Katherine's long and committed service to the library and the interests and needs of the Fanwood community. Katherine will continue to serve with the Friends of FML and also expressed interest in continuing to serve on the Building Committee and to help formulate Advocacy strategies for promoting the new library project.

Correspondence, Communications

Report for the Friends' representative, Carol Campell – see attached; also include the following notes which were discussed:

- Harry Potter contest drawing will take place in October, 2018.
- Book sale – next year will need a new organizer and someone may be paid to do it; lost their recycler and will need a new one.

Review

Meeting Adjournment

Meeting adjourned at 9:10 p.m.

Motion to approve: Pat Plante

Seconded: Jane Frost-Guzzo

Unanimous approval