

Minutes from Library Board of Trustees Meeting
Monday, February 11, 2019

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, Kara Asciutto, and Dan Weiss. Carol Campell and Katherine Balch, representing the Friends of the Fanwood Memorial Library, were also present. Phillip Yap 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, from Monday, January 14, 2019 meeting:

Motion to accept: Pat Plante

Seconded: Kathleen Smythe

Unanimous approval

Committee Reports

New Trustee

- Kara Asciutto welcomed and introduced
- Kara sworn in by Board of Trustees President Ann Minski
- Kara takes the place of Jenn Coppock-Huegel and will serve until 2024

Building Committee

Trustee Members: Ann Minski, Pat Plante

- Dan informed us that architect, John Veitz, is moving forward to develop the plan and the architectural elevations and the budget, which will go to the mayor and then we will move to present it and publish it.
- Dan and John Veitz will meet again on February 19, 2019.
- The Building Committee will plan to meet again in to consider planning how presenting the developed plan to the mayor.
- Discussion concerning the slow movement on the development of the NJ State Library's grant application for library funds; updated information is posted on the FML website.

Fundraising/Finance Committee

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

- No report
- The committee will meet to discuss how to start talking about fundraising.

Advocacy Committee

Trustee Members: Mary Everson, Kara Ascitutto

- Review of Dan's addition to the FML website, "Libraries Inspire" and request for people to share their stories of how our library has positively impacted their lives.
- Facebook posts by Meredith are appearing more frequently and look great.

Personnel Committee

Trustee Members: Jane Frost-Guzzo, Ann Minski

- Did not meet – no report

Strategic Plan Update 2019

Trustee Members: Pat Plante, Ann Minski

- Dan is giving a draft copy to Pat and Ann to review and give feedback.
- The plan will be finalized and sent out for Board members to review.
- Plan will be submitted to the Board for approval in April, 2019.

Director's Report

- Libraries Inspire – www.fanwoodlibrary.org/libraries-inspire/ - see above under Advocacy
- Emergency training for staff with Chief Trigo – Dan reached out, trying to set up a time f
- Weeding Initiative – continuing to go through materials to thin our collection by 10-15%; we have 42,000 objects in our collection
- Square (credit card) (*implemented 3/16/2017*)
January 2019: gross=\$43.60; net=\$42.40 (fees: \$1.20)
- Kanopy (streaming movies) (*implemented 10/2017*)
January 2019: 39 plays * 2019 YTD Snapshot (*Jan. 1 – Jan 31*): 189 visits; 39 plays.
- Metrics report (*see attached*)
- Financial Statement (*see attached*)
- Adult Services Report (*see attached*)
- Children's Dept. Report (*see attached*)

Old Business

- Conference Attendance (ALA June 20-25, 2019 Washington, DC; PLA February 25-29, 2020 Nashville)
 - Continuing education discussion – make a limit? Create a form to identify attendance and cost info?
- RFID Conversion – TechLogic /Bibliotheca
 - from barcodes; many uses; more up to date format; would be done with Scotch Plains
- Fine free discussion –
 - popular and trendy now; many viewpoints on both sides; discussion of how much income it would cost the library vs. benefits to the library (i.e., good will)

- Dan will continue to discuss with Michele at SP Library, which would have to coordinate with us on this decision.
- MeetUp (App) – nothing new

New Business

- Automatic Renewals – TLC Upgrade
 - This is a courtesy feature and is trending in libraries
 - automated emails sent to patrons – cuts down on fines
 - no cost for this upgrade

Correspondence, Communications

Report from the Friends' representatives, Carol Campell and Katherine Balch:

- Museum Pass costs the Friends \$6000. / year
- Fundraising discussion – suggestion to coordinate between the Friends and Board to identify core library supporters to look to identify donors
- Network for a good platform to collect funds?
- Annual Newsletter – paper version delivered to every household in Fanwood
 - want to include information about the what the status and needs are for the new library
- finished the Brochure Project:
 - cost was \$270
 - discussion of where they can be placed to be as visible as possible
 - currently in the entryway beneath the Friends bulletin board
 - continuing discussion of something from the library to go with these brochures

Review

- Ann read an inspirational piece called “Because we are a nation of readers” by Lisa Lucas which she got from Time magazine to close our meeting.

Meeting Adjournment

Meeting adjourned at 9:17 p.m.

Motion to approve: Pat

Seconded: Kathleen

Unanimous approval