

Minutes from Library Board of Trustees Meeting
Monday, January 14, 2019

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, Mary Everson, Jane Frost-Guzzo, Jason Hagman, Pat Plante, Phillip Yap, and Dan Weiss. Jeff Banks, new Fanwood borough council member, was present. Katherine Balch, representing the Friends of the Fanwood Memorial Library, was also present. Kathleen Smythe was 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, December 10, 2018 meeting:

Motion to accept: Ann Minski

Seconded: Jane Frost-Guzzo

Unanimous approval

Committee Reports

Building Committee

Trustee Members: Ann Minski, Pat Plante

- Dan reached out to Mayor Mahr to review the latest design iteration and floor plan for the new library.
- Colleen approved the new plan.
- The architect, John Veitz, will go ahead and develop the plan and the architectural elevations.
- The Building Committee will plan to meet again in late January.
- Discussion concerning the very slow movement on the development of the NJ State Library's grant application for library funds

Fundraising/Finance Committee

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

- No report

Advocacy Committee

Trustee Members: Mary Everson,

- Discussion of the ALA Storytelling article and video which reviews how to employ library users' personal stories of how their library experiences have changed their lives to publicize and advocate for the value of libraries in our communities.
- Dan said he would forward the video and article to the trustees.

- Jeff Banks offered that the Rockin for Autism on April 28, 2019 would be a great opportunity to publicize and advocate for the library.

Personnel Committee

Trustee Members: Jane Frost-Guzzo,

- Motion to go into closed session: Jason
Seconded by: Ann
Unanimous approval
- Motion to come out of closed session: Pat
Seconded by: Phillip
Unanimous approval
- Motion to accept salary recommendations made by FML Director, Dan Weiss: Jane
Seconded by: Pat
Unanimous approval

Strategic Plan Update 2019

- Dan is working on a format for the Strategic Plan and also on the content developed by Jenn Coppock-Huegel and Katherine Balch.
- Pat will assist him, and Jenn will consult as needed.

Director's Report

- 2019 Salary & Wage Recommendations – Closed session-see notes under Personnel
- 2019 Board Officers elections/reorganization
 - ✓ Motion for current officers to remain in place: Jason
Seconded by: Phillip
Unanimous approval
- 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*)
 - ✓ Dan reviewed this with us, comparing different years, January, 2017 to January, 2018
 - ✓ library is holding fewer materials, i.e., DVDs, magazines
 - ✓ NYT online – in house and remote availability
 - ✓ plan to increase attention to our access to digital platforms
 - ✓ Jason asked about why we keep records of metrics; Dan responded for the purposes of record keeping and to be purposeful in what materials and options we are providing.
- Financial Statement (*see attached*)
- Adult Services Report (*see attached*)
- Children's Dept. Report (*see attached*)

Old Business

- RFID Conversion – TechLogic /Bibliotheca
- MeetUp (App) –
 - Friends will fund this for the coming year.
 - email notifications are sent
 - looking to identify ways to publicize this service more

New Business

- Dan informed us that he is meeting with a potential new trustee.
- Conference Attendance (ALA June 20-25, 2019 Washington, DC; PLA February 25-29, 2020 Nashville)
- Museum Pass 2018 (*see attached*)
- Fine Free? –
 - ✓ Dan had a brief discussion with Michele, Director at the Scotch Plains Library
 - ✓ engenders good will with patrons
 - ✓ frees up staff time

Correspondence, Communications

- Report from the Friends' representative, Katherine Balch:
 - ✓ Friends' held a meeting on January 10, 2019.
 - ✓ Museum Pass additions: MOMA and the Brooklyn Botanical Gardens.
 - Circulation of museum passes has improved – up 19% this past year
 - ✓ Membership drive accomplished a 59% increase in Friends members
 - ✓ Friends said goodbye to longtime member and library supporter, Phyllis Brown, who is moving away
 - ✓ September 19-22, 2019 are the dates for the Fall Book Sale
 - ✓ Contest held in recent months included: Harry Potter/NY Historical Society
 - ✓ Upcoming events the Friends are sponsoring include:
 - Library Lovers Month
 - Mimi and the Podd Brothers on Sunday, January 24, 2-4:30 pm

Review

Meeting Adjournment

Meeting adjourned at 9:33 p.m.

Motion to approve: Pat

Seconded: Phillip

Unanimous approval