

**Minutes from Library Board of Trustees Meeting**  
**Monday, March 11, 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, Pat Plante, Kara Ascitutto, and Dan Weiss. Carol Campell and Katherine Balch, representing the Friends of the Fanwood Memorial Library, were also present. Kathleen Smythe, Jason Hagman, 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 February 11, 2019 meeting:

Motion to accept: Jane Frost-Guzzo

Seconded: Ann Minski

Unanimous approval

**Committee Reports**

**Building Committee**

Trustee Members: Ann Minski, Pat Plante

- John Veitz and Phil Green brought elevations for the current building design to Dan which provided overhead, birds eye views and incorporate more of Adam Kois' ideas.
- The current design provides more of a visual fit with the neighborhood architecture and considerations for the interior design.
- After discussing with Mayor Mahr, they will move ahead with two-dimensional elevations.
- Dan will meet with John again to see the ongoing progress and then meet with Mayor Mahr.
- A meeting with more stake holders will be planned, and if all agree, John Veitz will be ready with the plans to proceed with the grant application when it is made available.

**Fundraising/Finance Committee**

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

- No report.

**Advocacy Committee**

Trustee Members: Mary Everson, Kara Ascitutto

- No report. Kara and Mary will meet before our next Trustees' meeting

## **Personnel Committee**

Trustee Members: Jane Frost-Guzzo, Ann Minski

- No report.

## **Strategic Plan Update 2019**

Trustee Members: Pat Plante, Ann Minski

- All trustees were provided with the new Strategic Plan for 2019
- Motion was made by Pat Plante to approve the new Strategic Plan.  
Motion was seconded by Kara.  
Approval was unanimous.

## **Director's Report**

- Met with Ian Eichen from Millennium Strategies... FW Grant writers
- Met with Direct Development and Department Heads – All Fanwood communications –
  - FML can be part of this through the town and get their help
- Met with Fanwood Historic Preservation Commission about Joint Digital Archives – Cheryl Gain, Joan Skubish, (and Jason Benedict, Jeff Banks, and Jack Molenaar); explore working together
- Webinar, “When Form Meets Function: A Tale of Two Library Refreshes” Feb., 28  
*How public libraries are revamping spaces to reflect changing communities & patron usage with Directors from the Seguin (TX) PL and the Buda (TX) PL*
- Square (credit card) (*implemented 3/16/2017*)  
February 2019: gross=\$21.00; net=\$20.43 (fees: \$ .57)
- Kanopy (streaming movies) (*implemented 10/2017*)  
February 2019: 30 plays \* 2019 YTD Snapshot (*Jan. 1 – Jan 31*): 422 visits; 69 plays.
- Metrics report (*see attached*)
- Financial Statement (*see attached*)
- Adult Services Report (*see attached*)
- Children's Dept. Report (*see attached*)

## **Old Business**

- RFID Conversion – TechLogic /Bibliotheca
  - Dan went to Tech Logic in Cherry Hill to look at their set up and talk about self service
- Fine free discussion –
  - continuing discussion; many viewpoints on both sides; discussion of how much income it would cost the library vs. benefits to the library (i.e., good will)
  - some income from fee items, i.e., faxes, dvds, hot spots
  - SP Library would have to coordinate with us on this decision.
  - this decision is down the road, not now
- Emergency training – Dan talked with Lt. Chin; planning in process; security initiative also
- *Libraries Inspire* – [www.fanwoodlibrary.org/libraries-inspire/](http://www.fanwoodlibrary.org/libraries-inspire/) - trustees can participate in this also

- *Conference Attendance (ALA June 20-25, 2019 Washington, DC; PLA February 25-29, 2020 Nashville)*
- MeetUp

### **New Business**

- T-Mobile Hotspots discussed

### **Correspondence, Communications**

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

- See attached report from Carol
- Katherine showed us and described the new format and news items for the upcoming annual newsletter.
- The possibility was raised to consider creating a library foundation to help publicize the new library building and help raise funds for it.

### **Review**

#### **Meeting Adjournment**

Meeting adjourned at 8:50 p.m.

Motion to approve: Pat

Seconded: Jane

Unanimous approval