

**Minutes from Library Board of Trustees Meeting**  
**Monday, May 13, 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, Kara Ascitutto, Jason Hagman, Kathleen Smythe, Phillip Yap, Jeff Banks, and Dan Weiss. Carol Campell and Katherine Balch, representing the Friends of the Fanwood Memorial Library, were also present. 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, April 8, 2019 meeting:

Motion to accept: Jane Frost-Guzzo

Seconded: Kathleen Smythe

Unanimous approval

**Committee Reports**

**Building Committee**

Trustee Members: Ann Minski, Pat Plante

Final design, State Grant updates –

- Dan sent an email on Friday, May3rd, with news of the final design and the status of the state grant.
- Mayor Mahr was impressed with the plans, which she saw when she stopped by the library.
- Architects want to use an image from the final design for the upcoming NJLA conference program book.
- Mayor Mahr expressed that she wanted all of the Council members to see the final design plans.
- Jeff Banks, our Council liaison, stated that some Council members were surprised by, and questioned the projected \$8 million cost.
- Dan responded and explained the history of the library building project, including meetings with Mayor Mahr and Jack Molenaar, and the evolution of the plans over the past few years, which started out with a smaller project with a projected cost of \$3-4 million and then, through succeeding designs, resulting in the current design. This final design is based on the expectation that Fanwood will apply for and receive a portion of the NJ State Library Construction Bond Act grant to cover 50% of the cost, with the town covering 50% of the remaining cost.
- Dan stated that he had completed and submitted NJ Public Library Construction Survey that all NJ library directors were requested to fill out.

## **Advocacy/PR Committee**

Trustee Members: Mary Everson, Kara Ascitutto

- Dan, Kathleen, Kara, and Mary met on Wednesday, May 8, to discuss overall plans for fundraising and advocacy.
  - Dan agreed to update the Building Project and Campaign timeline.
  - We discussed the need for Council support and town support for the 50% cost the town will be responsible for if/when we receive the state grant.
  - Our goal is to engender understanding of the project and its value for the members of the Council and assure their support.
  - We will need the Council to commit in writing to their support as part of our application for the NJ State Library Construction Bond Act grant.
  - Jeff proposed that we find a way to meet privately and/or individually with the Council members to discuss the library building project and said he would speak with them about setting this up.

## **Fundraising/Finance Committee**

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

- Kathleen presented fundraising tenets to consider:
  - “Never a perfect time” to start – there will always be positive and negative circumstances to deal with.
  - The closer we are to having financial backing, the better it will be to engage public support.
  - Assurance of success – start with a goal that we are confident we can achieve.
  - Fundraising should start after we have the result of the state grant application and the town’s support.
- The Fanwood Memorial Library fund has \$90,000 in its account.
  - Discussion of FML making a \$50,000 donation from this account to the new building capital campaign.
    - ✓ Motion made by Kathleen Smythe to vote on a resolution to mark \$50,000 from the FML fund for the Capitol Campaign to build the new library.
    - ✓ Seconded by Mary Everson
    - ✓ Motion was unanimously approved
- Dan stated that he will integrate public relations and fundraising goals, decisions, and activities into the timeline.

## **Personnel Committee**

Trustee Members: Jane Frost-Guzzo, Ann Minski

- No report.

## **Director’s Report**

- RFID Conversion – Bibliotheca / Weeding Initiative
  - Jeff asked if the library needed help with this; the answer is no.
- UC Freeholders 2019 Grant - \$5,000
  - This grant is for this year for children and teens, and it must be used by 12/31/19.
- Square (credit card processing) (*implemented 3/16/2017*) April 2019 gross=\$62.64; net=\$60.91; (fees: \$1.73)

- Kanopy (streaming movies) (*implemented 10/2017*) April 2019: 40 plays \* 2019 YTD (*Jan. 1–April 31*): 1,137 visits; 144 plays
- Metrics Report (*see attached*)
- Financial Statement (*see attached*)
- Children’s Dept. Report
- Adult & Teen Services Report (*see attached*)

### **Professional Development/Meetings Attended**

- Finding Your Niche: Positioning Your Library in the Entrepreneurial Ecosystem – LJ EBSCO Webcast – May 14
- Activate Sustainable Thinking for the Future of Libraries – also on May 14

### **Old Business**

- *Conference Attendance*  
*NJLA May 29-31 2019 Atlantic City; ALA June 20-25, 2019 Washington, DC; PLA February 25-29, 2020 Nashville*
- *Emergency Training w Chief Trigo / Lt. Chin – still trying to schedule to set up protocol and procedures*
- *Fine (Fees) Free // Automatic Renewals – TLC Upgrade*
- *Libraries Inspire – [www.fanwoodlibrary.org/libraries-inspire/](http://www.fanwoodlibrary.org/libraries-inspire/)*
- *MeetUp*
- *Historic Commission Partnership to redo Digital Archives*

### **Correspondence, Communications**

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

- Katherine shared comments on developing community support for the new library project by starting with a series of positive announcements about the library’s valuable programs and its needs over a period of time, but starting sooner rather than waiting. She suggested that this strategy might help to soften the “sticker shock” of the projected \$8 million cost.
  - For example, we could put out a press release about the donations from the FML fund and the Friends.
- Carol shared news of the Friends Annual Meeting on May 1.
  - Alan Sepinwall appeared and talked about the 20<sup>th</sup> anniversary of The Sopranos television program.
  - The Friends elected a new board.
  - Carol also discussed ways of growing town support for the new building project by engaging more library patrons and community members to promote the project. She referred to the Petition Drive and the more than 900 signatures that were collected and stated that that document is a resource of residents who have already expressed support for a new library and could be called on to help promote the current plan.

### **Meeting Adjournment**

Meeting adjourned at 8:46 p.m.

Motion to approve: Jane Frost-Guzzo

Seconded: Kathleen Smythe

Unanimous approval