

Minutes from Library Board of Trustees Meeting
Monday, June 10, 2019

Call to Order

Ann Minski, Board President, called to order the meeting of the Fanwood Memorial Library Board of Trustees at 7:33 PM. Those present were Ann Minski, Mary Everson, Jane Frost-Guzzo, Kara Ascitutto, Jason Hagman, Kathleen Smythe, Pat Plante, Phillip Yap, and Dan Weiss. Katherine Balch, representing the Friends of the Fanwood Memorial Library, was also present. Jeff Banks, Borough Council liaison, 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, April 8, 2019 meeting:

Correction of the spelling of the word "capital" on page 2 was made

Motion to accept the minutes as amended: Kathleen Smythe

Seconded: Jane Frost-Guzzo

Unanimous approval

Committee Reports

Building Committee – Final design, State Grant

Trustee Members: Ann Minski, Pat Plante

- The NJ State Library said at the recent NJLA Annual Meeting that the regulations for applications for the Library Bond Construction funds will be posted on July 1, 2019.
 - A period for comments and questions will take place for 60 days.
 - Following that, will be a period of 30 days to respond to the questions and comments.
 - Then, any changes to the regulations will be made.
 - The second printing will be final.
 - The applications may be submitted during the following 90 day period. The review and approval process will follow.
 - Hopefully funds will be available to the libraries chosen to receive them by Spring of 2020.
- Dan sent an email on June 3, 2019 to all involved parties, including the Trustees, Mayor Mahr, and all Council members informing them of the updated information from the State Library, which is detailed above.
 - Included in the email were details about responses to a survey from libraries that plan to apply for the Construction Bond funds. \$370 million in prospective projects were described in these survey responses.
 - There is only \$125 million in the matching pot to fund projects totaling \$250 million.

Fundraising/Finance Committee

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

- No report

Advocacy/PR Committee

Trustee Members: Mary Everson, Kara Ascitutto

- Discussion of ways to intersect with community groups, organizations, schools, etc. to improve and publicize opportunities the library provides for a broad range of community members
- Discussion of library cards for students
- Discussion of preparing a press release and a display on the imminent reveal of the Library Construction Bond Funds regulations governing the application process and the plans developed for the expansion and improvement of the Fanwood Memorial Library
 - Need to provide a “heads up” message to Fanwood’s mayor and borough council and to the Scotch Plains Library
- Kara, Kathleen, Pat, and Dan will meet together to develop an exciting press release/message on the above described points, and also to discuss a plan the formation of a Campaign Committee.
- Susan Staub was interviewed by former page, Melissa Martinelli, for SLATE

Personnel Committee

Trustee Members: Jane Frost-Guzzo, Ann Minski

- Leighton Heisey has resigned her position on the library staff.

Director’s Report

- Planning for building transition: Building Committee and Staff need to work on together - Determine alternate location(s); brainstorm what (minimized) services we can make available; staffing; digital services; programming: kids, adults, etc.; summer reading programs; etc. – where & for how long
 - Ann will contact SP Library’s Michelle Willis to discuss and foster collaboration; let them know we are doing and keep an open dialogue with them.
- DVD fees – Scotch Plains Library has dropped rental fees –
 - what will we do?
- RFID Conversion – Bibliotheca / weeding Initiative /
 - Contract has been signed; will begin at FML soon
- Annual Agreement with SP –
 - needs Ann’s signature as Trustees’ President
- Square (credit card processing) (implemented 3/16/2017) May 2019 gross=\$97.27; net=\$94.31; (fees: \$2.96)
- Kanopy (streaming movies) (implemented 10/2017) May 2019: 25 plays * 2019 YTD (Jan. 1–May 31): 3,563 visits; 398 plays
- Metrics Report (see attached)
- Financial Statement (see attached) – line item of \$50,000. for Capital Campaign
- Adult & Teen Services Report (see attached)
- Children’s Dept. Report

Professional Development/Meetings Attended (Forms Dan used for conferences shared)

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- LUCC Meeting – May 17
 - NJLA Annual Conference – Atlantic City May 29-31
 - Dark Web & Cyber Security (LUCC) Workshop – June 10
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Old Business

- Conference Attendance
 - ALA June 20-25, 2019 Washington, DC; PLA February 25-29, 2020 Nashville
 - Emergency Training w Chief Trigo / Lt. Chin – still trying to schedule
 - Fine (Fees) Free // Automatic Renewals – TLC Upgrade
 - research shows that fines do not impact patron behavior
 - Motion to discontinue DVD fines: Mary Everson
Seconded: Pat Plante
Opposed by Jane Frost-Guzzo
Approved by all other trustees
 - Capital funding from the borough of Fanwood approved for RFID conversion at \$35,000.
 - Libraries Inspire – www.fanwoodlibrary.org/libraries-inspire/ -
 - request for trustees to contribute stories
 - MeetUp
 - Historic Commission Partnership to redo Digital Archives
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New Business

- Annual Agreement with Scotch Plains Library for 2019 – fee of \$26,342.41, based on @018 statistics for sharing the server/cataloging (25% of cost)

Correspondence, Communications

Report from the Friends' representatives, Katherine Balch:

- September is about fundraising
 - Book Sale – point people and volunteers needed; promotion materials can be coordinated with the Friends; try to target specific groups
 - Friends will be meeting on June 17th at 7 pm
- Carol has worked with Investors Bank on the Care to Share program
 - need 10 people to sign up
 - Friends will get a percentage based on total in accounts
- An email blast was sent out last week with the State Library Construction Bond information – purpose to keep the library front and center in people's minds

Meeting Adjournment

Meeting adjourned at 9:19 p.m.

Motion to approve: Pat Plante

Seconded: Jane Frost-Guzzo

Unanimous approval