

Minutes from Library Board of Trustees Meeting
Monday, September 9, 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, Kathleen Smythe, Pat Plante, Phillip Yap, and Dan Weiss. Jason Hagman was absent. Carol Campell, representing the Friends of the Fanwood Memorial Library, was present. Jeff Banks, Borough Council liaison, was 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:

Recommendation was made to keep the smaller font for the Director's Report in the minutes of the meeting.

Motion to accept the minutes as amended: Jane Frost-Guzzo

Seconded: Kathleen Smythe; Unanimous approval

Committee Reports

Building Committee – Press Release, State Grant

Trustee Members: Ann Minski, Pat Plante

- Jeff Banks, our borough council liaison, reported that he had discussed with Mayor Mahr the packet recently sent by Dan to the mayor and council members.
 - The packet included a cover letter, which highlighted that we need a written statement from the council in support of our application for the State Library Construction Act Bond for matching funds from the state and the borough of Fanwood. Also included were updated designs and drawings and an executive summary.
 - A draft of a press release, ready to go out tomorrow, September 10, 2019, describing the library's status regarding the new library building designs, needs for and benefits of a new library building, as well as the singular opportunity to apply for the State matching funds this fall was shared with Mayor Mahr.
 - When questioned about his discussion with the mayor, Jeff replied that there is ongoing concern about the proposed \$8 million cost of the current design for the new library.
 - Dan commented that there will be more detailed images of the design, both inside and outside, coming very soon from the architect, John Veitz.
 - Mary asked for clarification and more details of the conversation between Jeff and Mayor Mahr, especially considering that the deadline to apply for the State grant matching funds is coming soon, this fall of 2019.
- An in-depth and detailed discussion followed to clarify the concerns of the mayor and council members, primarily around the cost of the project for the new library.
 - Several trustees expressed the urgency of having the mayor and council make a clear decision and statement regarding their support for the new library.

- Our ability to apply for the State Grant matching funds is reliant on the Council's written agreement to the requirements of the application that the town of Fanwood will provide funds to match the amount the Grant would provide, if we are approved for it.
- Members of the trustees and Dan, library director, explained and clarified for Jeff, a newer member of the council and liaison to the library board, the years-long history of the developing plans to renovate, expand, and improve our current library, especially in regard to becoming ADA compliant, fix our failing infrastructure, expand space for community services, and update our technology.
- Several versions of designs for the new library have been presented and considered. It was noted that the current and largest design was suggested by Mayor Mahr. It is also the most expensive design concept to date.
 - As the discussion continued, we raised the unknown factor of how much money the state would grant us, if our library project is approved.
 - The amount of funds we may receive will determine the amount that the town will need to contribute.
 - And the amount of funds allotted will also determine whether or not we proceed with the current design concept or need to modify it.
 - The trustees of the library will also be working on raising funds to contribute to specific items included in the new design plan.
- Jeff agreed to meet with Mayor Mahr within a few days to share our concerns, our discussion of the design concepts and possible costs to the town, and particularly, our need for the mayor and council to decide if they will support our project in writing in order to take advantage of a unique opportunity for matching funds from the state that formally applying for the library construction grant affords us. Jeff will update us as soon as he has spoken with Mayor Mahr.

Fundraising/Finance Committee

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

- See above Building Committee report, which includes notes on finances and fundraising.

Advocacy/PR Committee

Trustee Members: Mary Everson, Kara Ascitutto

- We discussed and finalized revisions for the press release regarding the library's plans to apply for the state's matching construction grant and reveal plans for the new library building project.
- Discussion took place on when to release the press letter.
- Mary made a motion to post the press release the next day, September 10, 2019. The motion was seconded by Kathleen; The motion was unanimously.
- We discussed how to represent the plans for the new library project and grant application at upcoming local events, specifically Fanny Wood Day and the Friends' Annual Book Sale.
 - Dan said he would bring the display boards with visuals of the design and drawings of the inside and outside of the proposed concept design.
 - Requests for volunteers were made to be at both Fanny Wood Day and the Friends' Book Sale

Personnel Committee

Trustee Members: Jane Frost-Guzzo, Ann Minski

- Sheldon is currently recovering from a fall and not working at the library until further notice.
 - A new part-time person, Suzanne, has started working at the library.
 - Katherine Minski has increased her hours at the library and is working a regular schedule.
(*Note: Trustee Ann Minski will recuse herself from any matters related to Katherine's employment*)
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Director's Report

- LUCC Reception – September 25 6:30 – Cranford Community Center
- Emergency Training – July 16
- Staff Meeting – September 17
- RFID Conversion – Bibliotheca / weeding Initiative

Professional Development/Meetings Attended

- Project Advisory Board: Library Services to Patrons with Disabilities: A Problem-Based Learning Approach
IMLS Laura Bush 21st Century Librarian Grant Project, Syracuse Univ. - Infopeople Partnership
- ALA June 20-25, 2019 Washington, DC
- Libraries and Autism Workshop – Athens, AL

Statistics

- Square (credit card processing) (*implemented 3/16/2017*) June 2019 gross=\$55.10; net=\$53.59; (fees: \$1.51)
July 2019 gross=\$76.50; net=\$74.40; (fees: \$2.10) // August 2019 gross=\$137.20; net=\$133.42; (fees: \$3.78)
* 2019 YTD (*Jan. 1 – Aug 31*): gross=\$610.71; net=\$593.62; (fees: \$17.09)
 - Kanopy [streaming movies] (*implemented 10/2017*) June 2019: 32 plays // July 2019: 26 plays // August 2019: 29 plays
* 2019 YTD (*Jan. 1 – Aug 31*): 2,329 visits; 262 plays
 - Metrics Reports (*see attached*)
 - Financial Statement (*see attached*)
 - Adult & Teen Services Report (*see attached*)
 - Children's Dept. Report
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Old Business

- Planning for building transition/closure:
Determine alternate location(s); brainstorm what (minimized) services we can make available; staffing;
digital services; programs for kids, teens, adults; Summer Reading Club programming; etc.
 - *Conference Attendance * PLA February 25-29, 2020 Nashville*
 - *Fine (Fees) Free // Automatic Renewals – TLC Upgrade*
 - *MeetUp // Libraries Inspire – www.fanwoodlibrary.org/libraries-inspire/*
 - *Historic Commission Partnership to redo Digital Archives*
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New Business

- None

Correspondence, Communications

- Carol said that the Friends were getting a gift for Sheldon
- The Friends' Annual Book Sale will take place from Thursday, Sept. 19 through Sunday, Sept. 22, 2019. Donations of books will be taken at Forest Road Park the week before the sale.

Meeting Adjournment

- Motion to adjourn by Kathleen Smythe; Seconded by Pat Plante; Unanimous approval