

Minutes from Library Board of Trustees Meeting
Monday, January 13, 2020

Call to Order

Ann Minski, Board President, called to order the meeting of the Fanwood Memorial Library Board of Trustees at 7:52 pm. Those present were Dan Weiss, Ann Minski, Mary Everson, Jane Frost-Guzzo, Kara Ascitutto, Kathleen Smythe, Jason Hagman, Pat Plante, and Phillip Yap. Jeff Banks, Borough Council member and library liaison, was present for the beginning of our meeting. 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 2020, 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, December 9, 2019 meeting:

Motion to accept the minutes: Kathleen Smythe; Seconded: Jane Frost-Guzzo; Unanimous approval

Committee Reports

Building Committee –

Trustee Members: Ann Minski, Pat Plante

- Discussion of creating a **Campaign Committee**, which would be a broad-based ad-hoc group and include members to represent the various stakeholders, such as, library Trustees, Friends, library staff, Fanwood Borough Council member(s), library patrons and supporters, and local business owners.

Fundraising/Finance Committee

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

- See above discussion for developing a **Campaign Committee**
- Kathleen recommended we have ad-hoc meetings asap (with not more than 3 trustees at each gathering) to discuss fund raising and promotion for the new library with the Council and the public.

Advocacy/PR Committee

Trustee Members: Mary Everson, Kara Ascitutto

- Reviewed notes from last month's meeting, will continue to seek supporters for the new library building.

Personnel Committee

Trustee Members: Jane Frost-Guzzo, Ann Minski

- No report

Director's Report

- Trustees re-appointed (Ann & Mary)
- Slate of officers for the Trustees for 2020: President – Ann Minski; Vice-President – Jane Frost-Guzzo; Treasurer – Pat Plante; Secretary – Mary Everson
Motion to approve – Jason; Seconded – Kathleen; Unanimous approval
- VR Liability Release form – discussion to have the town's attorney look at it; a grant from Freeholders
- Recreation Dept. and programming – Community Pass – Dan will talk with Bud Budiansky and explore if the library can make use of this.
 - Dan is now a member of the town's Green Team; a collection bin for certain recyclables will be at the library.

Professional Development/Meetings Attended

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Statistics

- Square (credit card processing) (*implemented 3/16/2017*) Dec. 2019 gross=\$29.70; net=\$28.52; (fees: \$1.18)
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* 2019 YTD (*Jan. 1–Dec. 31*): gross=\$910.56; net=\$883.83; (fees: \$26.73)

- Fines in general are declining
 - Kanopy - (*implemented 10/2017*) Dec. 2019: 190 plays * 2019 YTD (*1/1–12/31*): 3,879 visits; 616 plays
 - Metrics Reports (*see attached*)
 - Financial Statement (*see attached*)
 - Adult & Teen Services Report (*see attached*) // Children's Dept. Report (*see attached*)
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Old Business

- Meet with SPPL on a regular basis
 - 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, TN
 - Conference Attendance * NJLA May 27-29, 2020 Atlantic City, NJ
 - 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
 - Fine (Fees) Free * Automatic Renewals * TLC Upgrade * MeetUp * Libraries Inspire
 - Historic Commission / SPPL Partnership to redo Digital Archives
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New Business

- Dan discussed the reorganization meeting held by Mayor Mahr with Dan and other town department heads.
 - Productive meeting with Mayor Mahr, and Dan, Ann, and Jeff Banks took place immediately before tonight's Trustees' meeting to discuss the new library building design, its projected cost, and how to present it to the Borough Council to obtain the Mayor and Council's commitment to support 50% of the cost so that we can apply for the State Library Construction matching grant.
 - Mayor raised some of the challenges – Why invest in a new library? How will we line up marketing and fundraising?
 - Mayor asked for background information on the defeated Joint Library venture history and other history of leading to our new library building project.
 - Mayor said she believed that \$7 million was a more doable amount than \$8 million, so that the town would come up with \$3.5 million.
 - Question was asked regarding whether Dan and the Library Trustees should come to the February Council meetings.
 - Discussion and review of Library Construction Grant application process and status –
 - Grant application went up on the website on January 6, 2020.
 - First round of applications will be accepted from March 9, 2020 to April 6, 2020
 - Dan emailed this information to Ian Eichen (grant writer) and John Veisz (architect)
 - Ian prepared a document for what will be needed for the application
 - First round of libraries approved for grants will distribute \$87.5 million
 - Discussion and questions regarding the vetting process of libraries' applications by the State Library and Thomas Edison University.
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Correspondence, Communications

- Report from Friends' Representative - none
 - Open Meeting for Public Input – none
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Meeting Adjournment at 8:50 pm

- Motion to adjourn: Pat Plante; Seconded: Phillip Yap; Unanimous approval
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