

Minutes from Library Board of Trustees Meeting

Monday, July 13, 2020

Meeting held virtually on GoToMeeting.com

Call to Order

Ann Minski, Board President, called to order this special summer meeting of the Fanwood Memorial Library Board of Trustees at 7:31 pm. Those present were Dan Weiss, Ann Minski, Mary Everson, Jane Frost-Guzzo, Pat Plante, Jason Hagman, and Phillip Yap. Carol Campell, Friends' President was present. Kathleen Smythe, Kara Ascitutto, and Jeff Banks, Borough Council member and library liaison, were not 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 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, June 8, 2020 meeting:

Motion to accept the minutes: Jane Frost-Guzzo

Seconded: Pat Plante

Unanimous approval

Committee Reports

Building Committee –

Trustee Members: Ann Minski, Pat Plante

- Update on State Construction Grant application –
 - Received an email from the state re: problems with our formatting
 - Millenium Strategies quickly reformatted application
 - Dan, Ann, and Jane proof read and re-submitted application
 - No news on when we will hear any results
- From Agenda – Form a broad-based committee with Trustees, Friends, staff, Council, public to address issues including, but not limited to: final design input, grant application, PR, fundraising, etc.
 - Ann lead discussion on forming this committee with all stakeholder representatives
 - Extension of Building Committee – brainstorm purpose and who members could be
 - Consideration of design, donors, etc.
- From Agenda – 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.

Fundraising/Finance Committee

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

- Renewed discussion of finding an organization or creating a foundation to hold donations for the new library when this starts to happen
- Possible organizations - Fanwood Community Foundation (recheck with them); College Women's Club; Rotary Club (Pat will talk to them)

Advocacy/PR Committee

Trustee Members: Mary Everson, Kara Ascitutto

- Logos by Susan Neuhaus – Kara will be checking in with her

Personnel Committee

Trustee Members: Jane Frost-Guzzo, Ann Minski

- Susan Staub is retiring on July 31, 2020.
- Review of the plans to celebrate Susan's 25 years of service on Thursday, 7/30/2020
- Event will be outside on lawn; water bottles and special individually wrapped cookies provided
- Email reminders to patrons, friends, staff, mayor and council members to attend
- Discussed gifts, including \$500. Visa gift card
- Motion by Pat to spend not more than \$ 900. for gifts and event; 2nd by Jane; unanimous approval

Director's Report

- Corona Virus response – staffing, safety, phased reopening, etc. – Curbside pick-up
 - Multi-phase reopening plan
 - Dan's update:
 - First week of curbside pickup complete
 - 100 holds a day; busiest on Mondays and Fridays
 - Pat Hoynes got them 500 brown handled bags for books to be picked up; 200 left
 - Busier than they expected
 - Phone ringing off the hook; need at least 2 people there at a time – will reach out to part-timers
And Colleen and Fred
 - Kat Minski will be filling in downstairs in Children's after Susan retires
 - Pages have all graduated; postponing hiring new ones for now
 - Reciprocal cooperation with Scotch Plains Library – can request books from the library that has them
 - Both adult's and children's books are going out
 - June 30th was date all books were due back – some still out
 - Re-opening thoughts – Staff wants to continue w/curbside; move forward cautiously
 - Dan – referred to LUCC letter
 - Summit, Elizabeth, Maplewood have opened; Dan feels it is too soon; curbside working
 - Some people use parking lot to access library's WiFi
 - Dan is following leads from Board of Health, Fanwood Borough, SP Library, FSP Schools
 - Reconsidering opening options after Labor Day
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Professional Development/Meetings Attended

- LUCC Meeting – via Zoom July 10

Statistics

- Square (credit card processing) (implemented 3/16/2017) Feb. 2020 gross=\$64.99; net=\$62.70; (fees: \$2.29)
 - * 2020 YTD (Jan. 1–Feb.29): gross=\$124.34; net=\$120; (fees: \$4.34)
- Kanopy - (implemented 10/2017) Feb. 2020: 160 plays * 2020 YTD (1/ 1–2/29): 708 visits; 362 plays
- Metrics Reports (see attached)
- Financial Statement (see attached)
- Adult & Teen Services Report (see attached)
- Children's Dept. Report

Old Business

- Conference Attendance * ALA June 24-29, 2021 Chicago, IL
- Conference Attendance * PLA March 22-26, 2022 Portland, OR
- 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 Recreation Dept. and programming – Community Pass
- Meet with SPPL on a regular basis
- Conference Attendance * NJLA May 27-29, 2020 Atlantic City, NJ

- Fine (Fees) Free * Automatic Renewals * TLC Upgrade * MeetUp * Libraries Inspire
- Historic Commission / SPPL Partnership to redo Digital Archives

New Business

- 2nd special summer meeting to be held via GoToMeeting on Monday evening, August 24, 2020
- Topics to be addressed – new broad-based campaign/building committee; logo, reopening plans

Correspondence, Communications

- Report from Friends' President, Carol Campell –
 - See attached Notes
 - Fall Book Sale will be postponed until the Spring
- Open Meeting for Public Input – none

Meeting Adjournment at 9:02 p.m.

Motion to adjourn: Mary; 2nd: Pat; Unanimous approval