

Minutes from Library Board of Trustees Meeting
Monday, October 5, 2020
Meeting held virtually on GoToMeeting.com

Call to Order

Ann Minski, Board President, called to order this meeting of the Fanwood Memorial Library Board of Trustees at 7:35 pm. Those present were Dan Weiss, Ann Minski, Mary Everson, Jane Frost-Guzzo, Pat Plante, Jason Hagman, Kara Ascitutto, Kathleen Smythe, and Phillip Yap. Sally Hogan, Friends' representative, was also present. Jeff Banks, Borough Council member and library liaison, was 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, July 13, 2020 meeting:

Motion to accept the minutes: Jane Frost-Guzzo

Seconded: Ann Minski

Unanimous approval

Committee Reports

Building Committee – Grant application; the future of the project – SP?

Trustee Members: Ann Minski, Pat Plante

- 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.
- 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

- Susan Neuhaus logo revisions for Fundraising // Rotary

Advocacy/PR Committee

Trustee Members: Mary Everson, Kara Ascitutto

Personnel Committee

Trustee Members: Jane Frost-Guzzo, Ann Minski

Director's Report –

Notes from meeting/discussion

Dan's report on library status –

- Things are uncertain
 - Making a plan to re-open
 - Add 1 ½ hours a week; incorporate potential of 15 hours browsing time
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- Current hours – 4 days, M, W, Th, F 9:30-12:30; T 12:30-4
Add M evening 4-7; T 12:30-5; Th 9:30-5; every other Sat. 9:30-12:30
11 ½ more hours of weekly service
 - Setting up registration with Eventbrite to limit tickets/admissions – “buy a ticket” – limit to 5 adults, plus kids, on the hour for 30 minutes
 - Jane’s question – what are other libraries doing? Concern re: people randomly touching books; Do we need to quarantine books? give people gloves?
 - Pat – get guidance from NJLA
 - hand sanitizer in the lobby
 - Guidelines – get checked in; mask; hand sanitizer
 - No computer time for now
 - Copier in the lobby
 - Current staff – Dan, Meredith, Nancy, Linda (broken foot), Kat; called Sara to help cover 8-12 hours
Maybe bring back a couple of pages for downstairs
 - PPE issues – supplies – difficult to get supplies from the town; borough has financial issues
 - October 19th – possible opening?
 - Union County library grant – town did not apply
 - Ventilator ducts cleaned, sneeze guards, etc.
 - Discussion re: other libraries have bank accounts and we don’t; Dan is reliant on borough
Dan talks to Fred; short staffed and not enough PPE
 - Dependent on the borough for cleaning – not enough for Covid conditions
Ann – we can’t open if our cleaning situation is not adequate with Covid and not enough PPE
 - Meeting is needed with Jeff Banks to discuss these issues – Dan and Jane will meet with him.
Motion was made by Mary and seconded by Pat with unanimous approval to develop a proposal to address needs for Covid appropriate cleaning and PPE supplies and increased staffing
 - Brief discussion of SP library’s publicity and opening
 - Dan announced he is beginning his 23rd year as FML library director
 - Voting box in place in front of library with daily pickups and camera monitoring
 - Getting a new server for Fanwood and SP which will increase technology options
 - E Books – Overdrive has purchased RB Digital
Cost of providing E Books has increased substantially - Friends had been paying for this, but with increase in cost, it needs to be paid for by the borough with an increase in our regular budget as part of our core services
 - Jane asked if contact tracing could be included with the Eventbrite application

Dan’s report from Agenda –

- Corona Virus response – staffing, safety, phased reopening, etc. – Curbside pick-up; Next steps
- MORE STAFF
- VOTING BOX & CAMERA
- Union County CARES ACT – purchases/reimbursement
- eBooks & AudioBooks – Overdrive/Libby (eLibraryNJ & RBdigital)
- New server at SPPL – Upgrade to TLC version 5.0

Professional Development/Meetings Attended

- LUCC Meeting – via Zoom July 24; August 14 & 21
- Let’s Listen: Our Children, Our Community, What Do We Need? –August 20 * Hosted by The Truth, Racial Healing & Transformation Committee
- Webinar Library Services During COVID-19 Revisited – Sept. 11 * Hosted by NJLA

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
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- Metrics Reports (see attached)
 - Financial Statement (see attached)
 - Adult & Teen Services Report // Children's Dept. Report
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Old Business

- Recreation Dept. and programming – Community Pass
- Meet with SPPL on a regular basis
- 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

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

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Correspondence, Communications

- Report from Friends' representative – Sally Hogan
 - Friends provide extra things for the library, but not earning money now, so cost of E books prohibitive
 - Maybe have book sale in the spring
 - P.Up program for children's books was successful
 - Museum Passes – Dan met with Michelle (SP) and Erika Feldman re: questions and concerns –
How to renew; how to get tickets to people and returned; how to collect payment;
Museums are reopening on a limited basis
 - Membership – need to redo form and send out soon; Dan will help with the webpage;
Diana Chaves is working on other fundraising ideas
 - Open Meeting for Public Input – none
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Meeting Adjournment at 8:53 p.m.

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