

Minutes from Library Board of Trustees Meeting
Monday, February 8, 2021
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 7:32 pm. Those present were Dan Weiss, Ann Minski, Mary Everson, Jane Frost-Guzzo, Jason Hagman, Kathleen Smythe, Pat Plante, and Phillip Yap. Carol Campell and Thena Rosahl, representing the Friends, were also present. Kara Ascuitto, trustee, 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 2021, 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, February 8, 2021, changes/corrections were requested by Jane, and Dan said he would make them to update the minutes.

Motion to accept the minutes: Jane Frost Guzzo

Seconded: Kathleen Smythe

Unanimous approval

Committee Reports

Building Committee –

Trustee Members: Ann Minski, Pat Plante

Dan's Update: Library Building Project / Historic Commission Application / FML Building Steering Committee Kick-off Meeting (Feb. 8) / *Advisory Committee

- Kick-off meeting with the architects (FVHD – John Veisz, George Duthie, Daniel Schittone)
 - ✓ Borough hired Margaret Hickey, architect with Connolly and Hickey, to address architectural details because we need approval of the State Historic Commission because we are in the historic district in Fanwood. An application must be filed. State has 120 days to respond. Our architects are not concerned that there will be a problem.
 - ✓ October 2021 – Borough will award a contract with a contractor.
 - ✓ Moving out of current building in August/September
 - ✓ Bids will be advertised by the end of August
 - ✓ Borough Civil Engineering firm was also at the meeting
 - ✓ Great meeting; FVHD really took the reins
 - ✓ State library extended the deadline to get the grant agreement signed until the end of September, due to the historic commission application; not a problem
- Dan – looking for alternate spaces for the library when we have to move out of our building
 - ✓ Looking at the possibly available space at Two Rivers Bank or PNC Bank
 - ✓ Ann asked about getting trailers/costs; Dan will speak to Pat Hoynes
 - ✓ Need for an outdoor space during good weather that the town will allow us to use
 - ✓ Trailers for storage?
- Thena raised questions re: the NJ Historic Commission – What would the borough say if the Commission asked for changes to the design?

Fundraising/Finance Committee

Trustee Members: Kathleen Smythe, Pat Plante, Jason Hagman

Neuhaus logo final decision / Start 501c3 Building Fund

- 501c3 Building Fund – Dan has reached out to Russ Huegel to help formulate an email for this
- Russ is also conferring with Fred Tompkins on this contents of the email
- Dan has also reached out to some local folks who might be willing to serve on this committee
- Dan also spoke with Nancy Eisenbarth about their creation of a 501c3 Building Fund for their library on Cape Cod
- Dan will continue to confer with Russ and Fred; collecting funds is not a problem; being able to easily disperse funds is what needs to be worked out
 - ✓ Question: Would it be possible for the borough to hold our building funds and then transfer them to a 501c3 fund (to facilitate our writing checks/dispersing funds) when that has been set up?
- Neuhaus logo – already decided on the silhouette with the child and adult; prefer the blues be dominant, but don't have to finalize that yet

Advocacy/PR Committee

Trustee Members: Mary Everson, Kara Ascitutto

- Project Press Release is ready to go; may need to revise after we hear from Mayor Mahr

Personnel Committee

Trustee Members: Jane Frost-Guzzo, Jason Hagman, Kathleen Smythe

- 2021 Salary/wage adjustments –
 - ✓ Fred said that the borough has not made any decisions about salaries yet, so we have to table this for now; the borough doesn't discuss this until their budget is passed
 - ✓ Library staff will get retroactive payments
- Children's Librarian – the plan is to postpone the search for a Children's Librarian until closer to the opening of the new library building
 - ✓ Dan spoke to Sharon Rawlings, NJ State Library Summer Reading Coordinator
 - ✓ Meredith and Nancy are working on children's programs
 - ✓ Discussion: Thena expressed that recruiting a Children's Librarian should proceed now; it would also encourage parents to donate funds to the new library; Dan questioned whether it would be advisable to pay a full-time Children's Librarian while going through the building process transition
 - ✓ Jane asked Dan about the newly hired part-time staff person and if that person could be identified with the title of Library Assistant-Children's and Teens Service

Director's Report

- Transition planning – 2 Rivers Bank; PNC Bank; Mobile Mini; etc.
 - Website Redesign ** New Library Card
 - ✓ Dan discussed the website redesign -
 - ✓ We will be more of a virtual library going forward
 - ✓ Dan will reach out to web designers regarding possible cost (last time - approx. \$7,500
 - ✓ Will need to order new library cards - discussion: do we need a new card? or even an actual card?
 - ✓ Motion to order more of the current library cards - Jason; seconded by Pat; unanimous approval
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- Corona Virus response – Next steps
 - The plan is to hold our course for the time being and continue curbside service

Professional Development/Meetings Attended

- Virtual Farewell to Mary Chute (departing State Librarian) & Fireside Chat with Eric Klinenberg author “Palaces for the People” (belief that libraries are a saving grace for society and public spaces)
- Planning for the Post Pandemic Library: *(see attached)* Personal Space Post-Pandemic;
 - ✓ What services may carry-over? Curbside Forever? Community building post-Pandemic; Flexibility as a design feature; Libraries as a Civic Hub; Health and Library Design.
 - ✓ Dan requested that we all read the Medium article he sent to us - Designing for the Future -- The Post-Pandemic Library on medium.com

Statistics

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

- Recreation Dept. and programming – Community Pass
 - Meet with SPPL on a regular basis
 - Possible Conference Attendance * ALA June 24-29, 2021 Chicago, IL * 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 * 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’ Representatives, Carol and Thena
 - ✓ the Friends met on January 26, 2021
 - ✓ Business included: discussions of the Museum Pass;
 - ✓ currently there are 38 members
 - ✓ A donation was received from the Rotary Club
 - ✓ the annual Book Sale is planned for the Fall
 - ✓ Spring Programs about the Baseball Negro Leagues and spring baseball are planned
 - ✓ Thena reported on the new Book Lovers Group, made up of Friends members who walk together on Friday mornings. They discussed setting up a Book Delivery Service and other initiatives to keep the library at the forefront for people/patrons’ attention.
 - ✓ Carol spoke of their intention of keeping Constant Contact going to stay in touch with members and patrons.
 - Open Meeting for Public Input
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8:56 pm

Meeting Adjournment

Motion by Jane; seconded by Jason; unanimous approval

* Form a broad-based **Advisory Committee** with Trustees, Friends, staff, Council, and public to address issues including, but not limited to:

final design input; PR; fundraising, etc.. Also, planning for building transition/closure: Determine alternate location(s); brainstorm what services we are able to make available; staffing; digital services; programs for kids, teens, adults; Summer Reading programming; etc.