

Minutes from Library Board of Trustees Meeting

Monday, May 10, 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 7:33 pm. Those present were Dan Weiss, Ann Minski, Mary Everson, Jason Hagman, Pat Plante, Jane Frost-Guzzo, and Phillip Yap. Carol Campell, the Friends President, was also present. Kara Ascitutto, 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, March 22, 2021

Motion to accept the minutes: Jane (with two corrections, Kara staying; Margaret Hickey's name)

Seconded: Pat, Unanimous approval

Committee Reports

Building Committee – Project Update

Trustee Members: Ann Minski, Pat Plante

Library Building Project Updates: State Historic Commission / Library Interior and Design Development /*Advisory Committee

Dan's Update: Transition planning – Updates (location, moving services, etc.)

- Sticking points –
 - ✓ where to go for transitional phase
 - ✓ commercial sites are not good for us – 2 year lease is too short for them, too expensive for us
 - ✓ Trailers –
 - standard is double wide, 24 feet by 60 feet
 - monthly cost plus set up, take down, & delivery fees
 - includes office, AC, chemical toilet
 - Cost - \$107,500 for 2 years; \$54,000 for 1 year; \$5000 per month
 - Questions from Pat – Is there any negotiating room? Are there charges for rest room services, other services?
 - Dan will meet with representative from Will Scott Mobile Trailers on Wed.
 - Mayor Mahr expressed it sounds like a good idea, but not committed yet; will it be acceptable to the borough?
 - Can we fit 13-14,000 books in trailer? (Our entire collection is 41,000)
 - Dan will also be talking to movers and a rep from Library Interiors
 - Dan will talk to Fred about where funds are coming from and who will sign the contract with the trailer company

- Jane asked where the school district gets their trailers
- Dan said he would call the Board of Education and Union Co. Educational Services Commission and also talk to Al Mirabella regarding county resources
- Status with the State Historic Preservation Office –
 - ✓ disagreements between FVHD and historical architect, Margaret Hickey
 - ✓ more communication needed – Dan will call Mayor Mahr about these issues and also arrange a meeting with all of the architects
 - ✓ Ann asked if Jane could represent the Trustees at the meeting
 - ✓ Final arbiter is the State Historic Preservation Office

Fundraising/Finance Committee – Building Fund/Capital Campaign

Trustee Members: Pat Plante, Jason Hagman

- Kathleen Smythe recommended that our database/Constant Contact be checked & ready to go
- Letter to the library's neighbors re: construction – Kara will help with that

Advocacy/PR Committee – Project PR

Trustee Members: Mary Everson, Kara Ascitutto

- Project Press Release – on hold for now

Personnel Committee – Sara Angel / Children's Librarian

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

- Sara Angel is leaving at the end of June
- She will need to be replaced – covers 12 – 14 hours at the front desk
- Dan will make sure current staff are covering her hours for the time being

Director's Report

- Transition planning – Updates (location, moving services, etc.) – See **Building Committee** report
- Corona Virus response – Phased Reopening, Browsing, Storytimes – See Attached Phased Reopening 2021 page
 - ✓ Jane recommended outside sign be updated
 - ✓ Expanding summer hours
- Fines
 - ✓ working in conjunction with SP library; conversations with Michelle Willis
 - Michelle suggesting: don't reinstate fines except on electronics and new materials
 - ✓ moving toward fine-less system
 - ✓ presently – no fines
 - ✓ automatic renewal – people can renew online
 - ✓ revenue from fines is not substantial; PR/community relationships more valuable
 - ✓ Ann suggested that Dan and Michelle create a written proposal with specific plans
- Summer Reading Plans

-
-
- ✓ Meredith, Tammi, and Elizabeth are organizing programs for children, teens, and adults; also, Monday night family programs
 - Website Redesign – Dan looking for other possibilities – big undertaking
 - Adult & Children’s Services Report *(see attached)*

Professional Development/Meetings Attended

- LUCC Meeting – April 30
 - State Library meeting: ACA, & government programs libraries can disseminate information about. – M
-
-

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 / **virtual** * PLA March 22-26, 2022 Portlar
 - 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
-
-

New Business

Correspondence, Communications

- Report from Friends’ Representative/President, Carol Campell –
 - ✓ clarified that Constant Contact automatically eliminates duplicates, click rates with email; suggested we not rely on this for a lot of fundraising
 - ✓ June 6th event – Celebrate the 35th year of the Friends, 2-4 pm on the library lawn
There will be refreshments, music (cello and Dan and MO), Trivial Pursuit Library Lovers edition, other games; mini book sale; sign up for new/renewing Friends
 - ✓ discussion of Museum Pass – Carol talking to Meredith about this
 - Open Meeting for Public Input
-
-

8:53 pm Meeting Adjournment - Motion: Pat Plante; seconded: Mary Everson; 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.