

Minutes from Library Board of Trustees Meeting
Monday, February 14, 2022

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, library director, and trustees Ann Minski, Jane Frost-Guzzo, Phillip Yap, Jason Hagman, Pat Plante, Jenn Coppock-Huegel and Ken Sommer. Carol Campell, the Friends President was also present. Kara Ascitutto and Jeff Banks, the Borough Council member and liaison to the library board, were absent. 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 2022, 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 Monday, January 10, 2022 with changes to attendance and spelling

Motion to accept the minutes: Jane Frost-Guzzo

Seconded: Ken Sommer

Unanimous approval

Committee Reports

Building Committee – Project Update

Trustee Members: Ann Minski, Pat Plante

Library Building Project Updates

Dan's Update:

- ✓ Dan met with the engineers on 2/3/2022. Details about the outside of the building were discussed and decided.
- ✓ Meeting with FVHD architects on Thursday at 1:00 PM to decide on specific details of the interior design plan. Board members were invited to attend.
- ✓ The Council approved a \$19,000 payment to FVHD.
- ✓ The new timeline would have us moving out of the library in late May or June. Ribbon cutting on the new space could be May 2023.
- ✓ Fanwood Train Station (Northside) may be a possible temporary location for the library during the construction of the new library, but the church on LaGrande (908) 889-8891 may be another possibility.
 - Dan will try to tour the spaces to ascertain functionality and availability for the Library.
 - We'll need to arrange for movers and storage.
 - Time is beginning to become an issue as well.
- ✓ Once the new library is built, we can showcase some of the Fanwood museum artifacts in the Library.

Fundraising/Finance/Advocacy/PR Committee– Building Fund/Capital Campaign

Trustee Members: Pat Plante, Jason Hagman, Kara Ascitutto

- Kara rewrote a letter, with Ken's input, announcing the upcoming library construction to be sent to the people who live around the library.
 - The letter will be sent to people living within 200 feet of the library
 - The timing of when to send the letter will be determined at a future meeting
 - Dan reached out to Pat Hoynes for the contact information of the residents affected.
- The committee will begin to plan how to keep the community informed as the construction moves along.
- The possibility of a farewell party for the Library was discussed.

Personnel Committee –

Trustee Members: Jane Frost-Guzzo, Jason Hagman, Kenneth Sommer

Jane made a motion to go into Executive Session

Pat seconded the motion.

Tara put the meeting into Executive Session for us. Participants other than Board members left the meeting and were called back upon our return.

- The Board decided to increase salaries by 3% from the 2021 salaries, with the exception of the pages, who will remain at \$12/hour. The new salaries are to be retroactive to January 1, 2022.

The Board would like to review By-Laws when we get settled into our new space, as we have already passed the 5-year review mark. They were last reviewed on 2/8/2016.

Director's Report

LMxAC Membership

If the Board commits to membership, we can join at the same time as Scotch Plains and make the transition from TLC to LMxAC in the fall. Dan shared a presentation with the Board to explain details. It would cost a total of \$14,350 for both Fanwood and Scotch Plains to join together, but \$8,722 for Fanwood to join alone and \$11,709 for SP to join alone. Our actual first-year cost would be \$16,332. Currently, we pay roughly \$43,322 annually for all the services provided by LMxAC.

Jenn made a motion to join LMxAC

Pat seconded the motion.

Motion passed unanimously.

Hours of Operations

Dan is hesitant to shuffle hours at this time. Because we are transitioning to a new space, Dan would like to keep the current hours for now. Additional hours will be seriously considered by the Board after the Library is moved to a new space. Phillip suggested speaking to the Directors of LMxAC regarding extra hours. Ken suggested reaching out to the SPPL employees as well. Dan is meeting on Friday, 2/18/2022 at 9:00 AM with LMxAC staffers. Carol suggested longer Saturday hours and another evening opening after conversations with patrons.

Old Business

New Business

Election of Board Officers

Jason made a motion to accept the new slate of 2022 Board officers.

Ken seconded the motion.

The Board voted unanimously to approve the following:

President - Ann Minski

Vice President - Jane Frost-Guzzo

Treasurer - Pat Plante

Secretary - Jenn Coppock-Huegel

2/22/2022 - Meeting for Library Board Members

Jane has details to share

Future Board Meetings

Discussion of in-person, virtual, or hybrid. Part of the decision comes from the Township, who hosts the meetings.

Ann made a motion to continue with a virtual meeting next month and continue the conversation then.

Jenn seconded the motion

The Board unanimously approved the motion.

Correspondence, Communication

Friends of the Fanwood Memorial Library - Carol Campell

- Board is meeting on 2/15/2022.
- The Friends would like to host local business speakers at the Library. The talks would be educational in nature and would not imply promotion of the business.
 - Jenn made a motion to allow the Friends to hold such meetings.

Jason seconded the motion.

The Board unanimously approved the initiative, provided there is ending language to announce that the Library is not endorsing those businesses.

Meeting Adjournment

Pat made a motion to adjourn the meeting.

Jason seconded the motion.

The Board unanimously agreed.

The meeting was adjourned at 9:28 PM.

Respectfully submitted by Jenn Coppock-Huegel