

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

Call to Order

Ann Minski, Board President, called to order this virtual meeting of the Fanwood Memorial Library Board of Trustees at 7:33 pm. Those present were Dan Weiss, library director, and trustees Ann Minski, Jane Frost-Guzzo, Phillip Yap, Jeff Banks, Jenn Coppock-Huegel and Ken Sommer. Sally Hogan, the Friends of the Library representative, was also present. Kara Ascitutto, Jason Hagman and Pat Plante 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, February 14, 2022, with changes to date in the opening paragraph and a spelling correction on page 2.

Motion to accept the minutes with amendments: 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 Borough CFO, Tricia Celardo, regarding the timeline of funding. After the conversation, Dan asked for Fred Tomkins to assist as well.
- Fanwood Train Station (Northside) may still be a possible temporary location for the library during the construction of the new library. The pocket park is another option. The church on LaGrande Ave. (908)889-8891) is no longer a possibility.
- Jeff Banks told us that the Mayor is thinking about the options and formulating a plan, but no public decision is ready to announce. Jeff will bring the urgency of the situation to her attention.
- Dan is planning the moving details. Ken encouraged a detailed task list.
- 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.
 - 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/archive some of the Fanwood museum artifacts in the Library.

- The Library is on the Planning Board's Agenda for April.
- The Architects are working on a visual to present.
- Dan met with architects, Borough and staff regarding furniture, flooring, lighting and other details. Dan invited the Board to be a part of these decisions that are part of the bid specifications.
- Jeff has questions about parking around the new Library.

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

Trustee Members: Pat Plante, Jason Hagman, Kara Ascitutto

- Should there be a public meeting after the Planning Board meeting?
- The committee will begin to plan how to keep the community informed as the construction moves along.
- Dan has the letter to the neighborhood, but it still has some unanswered questions to be answered before the letter can be finalized. Jeff will keep Dan posted on Colleen's decisions.

Personnel Committee –

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

NJTLA (New Jersey Library Trustee Association)

Jane and Ken logged on to the NJLTA New Trustee training last month.

NJLTA has a recording of the training on their website.

Jane made a motion to request all trustees and Director to log in to view the recording from 2/22/22 before the May FML Board meeting:

Meeting Recording:

https://us02web.zoom.us/rec/share/qD75OyyRzOgfpabxNBWMhLafY4yvToEFQJt56OWY9cyA7e9dUsEX-4H9_9JRG2qY.UvIVzZoamoP7s-zq

Access Passcode: av4?v9@R

Motion: Jane

Seconded: Ken

Unanimous approval.

Director's Report

LMxAC (Libraries of Middlesex Automation Consortium) Membership

- The Fanwood Memorial Library will join LMxAC. Scotch Plains will be joining the Consortium with us. We're looking at joining in October. Billing would be pro-rated for the year. Cranford and Westfield will likely join as well.
- Dan will attend an LMxAC meeting virtually later this week.

LUCC Meeting

Dan attended on 3/11/2022. Membership in the Consortium and broadband were discussed.

Old Business

Hours of Operation

Jane asked about the possibility of adding staff on an as-needed basis. Dan prefers to wait until we have a new Library before changing hours.

Future Board Meetings

Discussion of in-person, virtual, or hybrid. Part of the decision comes from the Township, which hosts the meetings. Guidance from Rayna Harris (Borough Administrator) at Borough Hall is needed.

Philip made a motion to meet in person in April.

Jane seconded.

Jenn abstained. All others in favor. Motion passed.

New Business

Artwork

Ann and Dan have been talking with Ricardo Roig, a local artist, about the possibility of commissioning him to create an original piece for the Fanwood Memorial Library.

Mask Policy

Schools and the Borough have mask-optional policies. Should we have a new policy for the Library? There have not been any complaints to date about the current policy, but is it time to change it? We'll continue this discussion next month.

Correspondence, Communication

Friends of the Fanwood Memorial Library - Sally Hogan

- The Friends have some programs lined up for Spring/Summer for adults and children.
- Book Sale will be on 10/10, with drop offs on 9/29
- There will be a thank-you brunch for volunteers.
- The membership drive will be in September.

Meeting Adjournment

Jane made a motion to adjourn the meeting.

Ken seconded the motion.

The Board unanimously agreed.

The meeting was adjourned at 9:17 PM.

Respectfully submitted by Jenn Coppock-Huegel

