

Minutes from Library Board of Trustees Meeting
Monday, April 11, 2022

Call to Order

Ann Minski, Board President, called to order this meeting of the Fanwood Memorial Library Board of Trustees at 7:30 pm. Those present were Dan Weiss, Library director, and trustees Ann Minski, Jane Frost-Guzzo, Jason Hagman, Ken Sommer, Phillip Yap, and Jeff Banks. Carol Campbell, the Friends of the Library representative, was also present. Jenn Coppock-Huegel, 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, March 14th, 2022, with changes to note that meeting was a virtual meeting, along with a few corrections on the last page.

Motion to accept the minutes with amendments: Ken Sommer

Seconded: Jason Hagman

Unanimous approval

Approval of Minutes from Monday, March 28th, 2022 meeting, with several corrections.

Motion to accept the minutes with amendments: Ken Sommer

Seconded: Phillip Yap

Unanimous approval

Ann Minski reported that Kara Ascitutto has resigned from the Board but will continue to assist with the new library project. The names of several potential candidates to fill Kara's term, which expires 12/31/23, will be forwarded to the mayor for her consideration.

Committee Reports

Building Committee – Project Update

Trustee Members: Ann Minski, Pat Plante

Library Building Project Updates

Dan's Update:

- Dan recently did a walk-through of the Fanwood Train Station Museum (Community House).
- The Borough has hired an engineer to assess the viability of using the above venue as a temporary library location.
- Dan has contacted 3 moving companies for quotes.
- Dan and the architects are analyzing the use of current library shelving vs. purchase of new shelving. The architects will make recommendations pending further quotes (besides that of Library Interiors).

- Ann and Dan reported that they had attended a site visit earlier today at the office furniture vendor BE Furniture in Parsippany, NJ
- There will be an in-person meeting at the library on April 12th with the architects and representatives of the Borough and the Library to discuss flooring, color schemes for floors, carpeting, walls, etc.
- The Planning Board will hold a virtual meeting on April 20th at 7:30pm at which there will be a joint presentation on the Library Project.

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

Trustee Members: Pat Plante, Jason Hagman

- Susan Neuhaus has made a final PR logo. Dan showed her an example brochure as a model; she will get back to Dan with suggestions for our brochure.
- Dan has sought legal advice on the Library Board’s appropriate role in fundraising and will report back.
- Dan will contact Patricia Celardo, Borough CFO, to determine whether the Board can start a separate additional bank account to hold restricted capital funds.

Friends of the Fanwood Memorial Library Report – Carol Campell

- A brunch will be held on May 1st to thank all those volunteers who worked on the most recent Book Sale.
- Carol is working with Joan Skubich, chair of the Historic Preservation Commission, on a walking tour of Fanwood.

Meeting Adjournment

Jane made a motion to adjourn the meeting.

Jason seconded the motion.

The Board unanimously agreed.

The meeting was adjourned at 9:27 PM.

Respectfully submitted by Jane Frost-Guzzo