

**Minutes from Library Board of Trustees Meeting**  
**Thursday, July 21, 2022**

**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, Library Director, and Trustees Ann Minski, Jane Frost-Guzzo, Jason Hagman, Ken Sommer and Danielle Morris.

Those absent were: Phillip Yap, Jen Coppock-Huegel, Pat Plante, and Jeff Banks, Borough Council member and liaison to the Library Board.

Carol Campell, the Friends President was not in attendance.

Ann Minski stated, "This meeting was called pursuant to the provisions of the Open Public Meetings Act. Notice of this meeting was sent to the Union County Hawk (formerly The Times), Westfield, New Jersey; the Courier News, Bridgewater, New Jersey; The Star Ledger, Newark, New Jersey; and the Alternate Press (TAPinto.net). In addition, copies of this notice were posted on the bulletin board in the Municipal Building and filed in the Office of the Borough Clerk. Notices on the bulletin board have remained continuously posted. Proper notice having been given, the Secretary is directed to include this statement in the minutes of this meeting.

**SWEARING IN OF NEW TRUSTEE**

The first order of business was to welcome Danielle Morris to the Board of Trustees and her swearing in ceremony conducted by Ann Minski. Danielle assumes the seat recently vacated by Kara Ascitutto which will expire 12-31-23.

**APPROVAL OF MINUTES** from the Monday, June 13, 2022 meeting

Motion to accept the minutes: Jane

Seconded: Ken

Unanimous approval by the Board

**COMMITTEE REPORTS**

**Building Committee** – Project Update

Trustee Members: Ann Minski, Pat Plante

**Library Building Project Updates**

Dan along with and Matt Mrowicki (IT Specialist for Fanwood) Antonios Panagopoulos

- ◆ Fred Tompkins and Rayna Harris met with the Architects (George Duthie and Dan Schittone) on July 12<sup>th</sup>
  - A comprehensive review of the Architectural Specs was performed
  - Dan and Matt need to follow up on a few items such as location of wire drops for video monitors, security gates, and security cameras. Ultimately will need to hire an IT contractor for installation of wiring, etc.

- ◆ It is anticipated that the Bid Notice will be publicly posted in various newspapers and online around August 2<sup>nd</sup>.
  - It is anticipated that a Pre-Bid meeting will be held prior to August 2<sup>nd</sup>, date TBD.
  - The Request for Bids will be subject to the State of New Jersey PLA (Public Labor Agreement) which is required for projects upwards for \$5M
    - As an FYI, PLA explanation: The bill requires any project labor agreement for projects to which this new policy is applicable to contain “all measures and programs to be undertaken to attain the goals...regarding minority group members, members of disadvantaged communities and women, which may include measures giving them priority in referral and placement from the hiring halls of signatory unions, programs to provide on-the-job or off-the-job outreach and training and programs to provide incentives for, or otherwise facilitate, their hiring and employment.”
  - It is anticipated that a meeting will be held around August 23<sup>rd</sup> to review the bids and select the winning contractor.
    - If all bids are over budget an additional funding request will need to be made to the Town Council.
- ◆ Pat Hoynes has arranged for trailers for mid August in advance of the anticipated move date to the train station on September 19<sup>th</sup>.
- ◆ Dan will draft a PR release about the FML building closing, demolition, move to temporary location, etc.
  - Ken will edit.
  - Danielle will provide design and graphics.

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

Trustee Members: Pat Plante, Jason Hagman

- ◆ No updates.

### **Personnel Committee –**

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

#### Staffing Future State

- ◆ The Personnel Committee is scheduled to meet with Dan on July 26<sup>th</sup> to discuss salaries and job descriptions.

### **DIRECTOR’S REPORT**

#### **Staffing**

- ◆ Dan informed us that two new PT hires were made and they are currently in training. With this addition to staff we will be able to expand library hours as follows effective August 8th:

- Mon, Tues, Thurs: 9:30AM to 7:30PM
- Wed, Fri: 9:30AM to 5:00PM
- Sat: 9:30AM to 5:00PM (starting after Labor Day, date TBD based upon transition to temporary location).

### **LMxAC Membership**

- ◆ Transition to LMxAC still on track for October.
  - The Board agreed that it would be a good idea to create a PR campaign around this transition so that Patrons will be aware of the significant enhancements that will be afforded to them by our membership in this consortium of libraries.

### **Directors and Officers Liability and Errors & Omissions Coverage**

- ◆ Dan presented the information he had received from the insurance underwriters.
  - The Board agreed that the information still lacks clarity and has asked that in addition to getting further clarification that a copy of the policy(ies) affording both of these coverages be provided to us.

### **NEW BUSINESS**

- ◆ Ken raised concern about the new building not having a back-up generator (eg. Generac)
  - The Board agreed that this is a big loss as the library has served as a safe and comfortable haven during power outages particularly the many days following Superstorm Sandy.
  - Everyone felt that the community has come to expect they can turn to the Library during power outages providing them a place to “recharge” and having a warm (or cool) place to spend time.
  - Dan will revisit this issue with the Town in terms of the expenditure and having the building possibly prepped at construction for a generator even if it could not be installed at that time.
  - We also discussed how this could be a great opportunity for a specific fund-raising event.

### **MEETING ADJOURNMENT**

Motion to adjourn: Jason

Seconded: Jane

Unanimous approval by the Board

Meeting adjourned at 9:06PM

Respectfully submitted by Ken Sommer