

Minutes from Library Board of Trustees Meeting
Monday, September 12 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, Mayor Colleen Mahr, and Trustees Ann Minski, Jane Frost-Guzzo, Ken Sommer, Jane Frost-Guzzo, Jenn Coppock-Huegel, Danielle Morris, and Philip Yap, the Board of Education representative.

Those absent were: Pat Plante, Jason Hagman, and Jeff Banks, Borough Council member and liaison to the Library Board.

Carol Campell, the Friends President was also 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.

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

Motion to accept the minutes: Jane

Seconded: Philip

Unanimous approval by the Board

COMMITTEE REPORTS

Building Committee – Project Update

Trustee Members: Ann Minski, Pat Plante

Library Building Project Updates

- Mayor Colleen Mahr gave a report on the competitive bids.
- Bids do not include a generator because of the high cost.
- The price of demolition, \$80,000, was extracted from the contractor bids. Bids were opened in August and reviewed by Council last week.
- \$7.2 million was appropriated for the project. The lowest bid had a fatal flaw and had to be rejected. The base bid was \$8.141 million. The bid could not be awarded because the money that was appropriated to cover the cost will not cover the cost of the project. The bids are valid for 60 days, giving the Council time to decide how to proceed.
- Council has introduced a bond to raise the additional money, but that won't be voted on until the next Council meeting.

- The bid seems to show a discrepancy between what the builders assess as the cost for “general conditions” and what the architects estimated.
- Going forward, the Council needs to decide how to proceed. (The Borough doesn’t carry a heavy debt load.)
 - Option 1 - reject bids
 - Option 2 - reject bids and try again to procure bids
 - Option 3 - raise money to cover the difference.
- What are other local libraries paying per square foot for their construction projects?
- Pat Hoynes has arranged for trailers for at the train station The trailers are currently in place in advance of the anticipated move date to the train station in October.
- Dan will draft a PR release about the FML building closing, demolition, move to a 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, Danielle Morris

- Mayor Mahr asked for an update on fundraising.
- Committee members were not present - No updates at this time.
- Mayor Mahr will return to another meeting to hear the fundraising plan and work together.
- Danielle will create flyers and PR once the plan is established. She would like to see a six-figure fundraising plan for furniture, technology, and incidentals.
- Advocacy should include responses to negative comments regarding the need for a new library and related comments made on social media sites. Danielle can create an infographic with a QR code to distribute to the community.

Personnel Committee –

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

- No updates.

DIRECTOR’S REPORT

Staffing

- Dan informed us that one of the two new PT hires has resigned, leaving new hours unstaffed.

LMxAC Membership

- Transition to LMxAC still on track for November 2, 2022.
 - 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.

NEW BUSINESS

- FRIENDS OF THE LIBRARY:
 - BOOK SALE COMING UP OCTOBER 6, 7, 8 AND 9
 - PROGRAM CALLED TIPS FOR A PAINLESS REMODEL FROM MONK'S
 - FOOTSTEPS THROUGH TOWN COMING UP IN OCTOBER

MEETING ADJOURNMENT

Motion to adjourn: Jenn

Seconded: Jane

Unanimous approval by the Board

Meeting adjourned at 9:28PM

Respectfully submitted by Jenn Coppock-Heugel