

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

CALL TO ORDER

Ann Minski, Board President, called to order this meeting of the Fanwood Memorial Library Board of Trustees at 7:34 pm.

Those present were: Dan Weiss, Library Director, and Trustees Ann Minski, Jane Frost-Guzzo, Ken Sommer, Pat Plante, Jason Hagman, Jenn Coppock-Huegel and Jeff Banks, Borough Council member and liaison to the Library Board.

Those absent were: Philip Yap, the Board of Education representative.

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, October 17, 2022 meeting

Motion to accept the minutes with spelling corrections and notation of omitted Friends report: Pat

Seconded: Ken

Unanimous approval by the Board

COMMITTEE REPORTS

Building Committee – Project Update

Trustee Members: Ann Minski, Pat Plante

- Library Building Project: Updates
 - see Director's report
- Naming Opportunities
 - see Fundraising
- Policy for use of joint community space
 - Ann and Jenn are writing a proposal to be presented later

Advocacy/Project PR/Fundraising Committee

Trustee Members: Pat Plante, Jason Hagman

- Capital Campaign
- Fundraising - Jeff Banks
 - Fundraising should go through a 501(c)(3) to avoid comingling funds with library revenue

- Berkeley Heights has a BHPL Foundation that we might model our possible foundation after. We would need to find people who would serve on the Board. This would not include the Library Board of Trustees.
 - Put out a message that we are looking for funds - an awareness campaign
 - Businesses
- FSPYMCA has a successful fundraising campaign that we can model our campaign after

Personnel Committee –

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

- Employee Application Process
 - There have been two employees recently who have not stayed for long. Why? Pay? Hours?
 - Dan has one position to fill with two possible candidates to fill it
 - One part-time person - Tuesdays and Thursday evenings and Saturdays
 - The committee recommends advertising the pay before interviewing candidates to avoid surprising candidates.

DIRECTOR’S REPORT

Transition Updates

- Location
 - The temporary FML site opened for business on 11/9/2022
 - The FML staff and Historical Society are sharing space and working out the best way to function together.
- Moving Services
 - Clancy Movers did a great job moving the library from the former FML building to the temporary location. Some of the FML collection and furniture are in storage with Clancy.
- Trailers
 - Part of the collection is currently housed in the trailers
 - The IT department is building a “bridge” for internet access for staff in the trailers
- Auction
 - Pat Hoynes is facilitating an online auction for furniture and shelving left behind.
- Programming
 - Children’s programming is being planned within the space at the train station.
- Parking
 - Dan is working with the Borough and the Police Department so that the Library will have reserved parking spots for staff and patrons
- Signage

- Dan is working on signs to hang outside to identify the Library both railside and parking lot side
- The electronic sign outside of the train station is another option for Library information
- Book Return
 - There is a temporary book return while Dan gets permission to install a more secure book return
- Collection
 - Most of the collection is properly identified as available or in storage. Some may have been marked incorrectly, but they will be identified as they appear
- Address
 - 230 North Avenue, Fanwood
 - mailing address - 75 Martine Ave, Fanwood (Borough Hall)

LMxAC Updates

- Transition complete as of 11/2/2022- was smooth with minimal problems
- No complaints from patrons
- LMxPress app is available
- FML is not yet on the LMxAC Events calendar
- Participating libraries may or may not charge fines. Discussion of how to alert patrons to possible charges. Dan will find out how other libraries handle fines

Banking Statement

- Discussion of how money is received by the FML

Contractor

- The contractor with the winning bid is M&M.

New Trustee

- Danielle has resigned as a Library Trustee, so we are looking for another trustee.
 - Jane has the names of people she interviewed who may still be interested
 - Ken has a potential interested candidate as well
- Ken asked for a description of a trustee's responsibilities

Library Services Report

- see attached

OLD BUSINESS

Directors & Officers Liability and Errors & Omissions Coverage

- The Board still hasn't resolved the issue over the details of Trustee coverage. We've lost one trustee already due to a lack of proof of coverage and clarity on questions. Jeff will look into this matter.

Hours of Operation

- Jeff reports that Mayor Mahr would like hours on Saturday

Monthly Meetings - Start Time and Place

- Earlier start times for Board meetings were discussed. A suggestion was made to start the meetings at 7:00 or 7:15 beginning in January 2023. If we change the time, we will need to change the space where we meet. The Board will vote on the change at the next meeting so that the schedule will be ready

Address of the temporary library

- Dan will visit the Post Office tomorrow to make the change.

NEW BUSINESS

Report from Council, Jeff Banks

- The lowest bid had a fatal flaw so was discarded
- The firm with next lowest bid won the contract - M&M
- Demolition will be after Thanksgiving, once the utilities have all been turned off

CORRESPONDENCE, COMMUNICATIONS

Report from Friends' Representative

- Carol Campell provided a report - see attached
 - The Friends are interested in subsidizing extra copies of new books
 - The Friends are cutting out the mural from the FML staircase to sell
 - The Friends are talking with Habitat for Humanity regarding items that may not be bought through auction
 - The Friends donated flowers and decorations to spruce up the temporary location.

Open Meeting for Public Input

- No comments

MEETING ADJOURNMENT

Motion to adjourn: Jenn
Seconded: Ken
Unanimous approval by the Board
Meeting adjourned at 9:53PM

Respectfully submitted by Jenn Coppock-Huegel