

Minutes from Library Board of Trustees Meeting
Monday, May 8, 2023

The regular monthly meeting of the Fanwood Memorial Board of Trustees was held on May 8, 2023 at 7:30 PM at the Fanwood Memorial Library's temporary location, the Fanwood Historic Train Station, the President being in the chair and the Secretary being absent. The minutes of the last meeting (April 10, 2023) were reviewed and approved.

- **Statement in accordance with NJ Open Public Meeting Law**
- **Roll call**
 - Dan Weiss, Library Director - present
 - Trustees:
 - Jeff Banks, representing the Mayor - present
 - Jenn Coppock-Huegel - absent
 - Jane Frost-Guzzo - present
 - Jason Hagman - absent
 - Ann Minski - present
 - Pat Plante - absent
 - Kenneth Sommer - present
 - Judy Walsh - present
 - Philip Yap, the Board of Education representative – present
- **Standing Committee Reports/Ad Hoc Task Forces**
 - Building Committee- Jenn, Jane, Pat
 - Community Room Usage Task Force (Ann, Jenn)
 - No updates
 - Foundation Task Force (Pat, Jane, Ken)
 - Zoom meeting took place 4-18-2023 with Elliot Carp, Dan Weiss, Mayor Mahr and Tom Jardim who has agreed to provide assistance with the necessary IRS filings to create the Foundation.
 - Foundation Board Members met on 5-8-2023 along with Ken, Jane and Dan. Board Officers were elected as follows:
 - President, Sam Rogers
 - Vice President, Dan Mangan
 - Treasurer, Elliot Karp
 - Secy, Kristine Petrucci
 - Next meeting scheduled for 5-31-2023
 - Personnel Committee - Ken, Jason, Judy
 - Ken met with Dan and discussed handling of pay to PT staff when Library closes unexpectedly for emergency building repairs or unsafe weather conditions.
 - Ken asked if there is a Personnel Handbook for Library staff. Since we

should be in-line with Borough policies we have requested a copy of the Borough Handbook which Jeff will get from Rayna.

- Dan reported that the wage increases that were delayed this year by Borough Hall have been resolved for current and former staff.
- With the departure of one employee last month, Dan reported that he was able to cover the available shifts with current staffing so that no additional hire is needed at this time.

- **Report from Mayor Mahr**

- No updates.

- **Director's Report/Library Services Report**

- FML website redesign in progress. Expect a 3-to-4-month timeline for completion with periodic progress touchpoints for review from the designer.
- An event is being scheduled on May 23rd with the Bravo family to accept their memoriam donation to the library. Invitees may include the Borough Council, Library staff, Trustees and Foundation Officers.
- Ongoing plumbing issues at the current location are being addressed. The Borough is considering services of an Engineer since plumbing services are only providing temporary solutions.
- Dan has begun drafting an updated Strategic Plan which most likely will cover the period of 2024 thru 2026.

- **Treasurer's Report**

- No updates.

- **Old Business**

- Action Items from Previous Meeting – Ann
 - Driving conditions around the surrounding road at the construction site seem to have improved. Sections of the sidewalk have been closed and a single point of entry/exit is being used.
- Trustee Calendar – Jenn
 - No updates
- Review of By-laws - Ann, Jenn
 - Trustees to submit their comments to Ann via email. A complete updated document will be created incorporating these comments and circulated for Trustee review ASAP. A Trustee vote to adopt the updated By-laws will occur either at the next meeting or the September meeting.
- Annual Review of Policy Manual – Ann
 - All sections currently under review by Trustees as assigned. Trustees to meet with Dan if necessary. Submit comments to Ann via email. A complete updated document will be created incorporating necessary changes and circulated for Trustee review.

- **New Business**

- Ken requested that Fall Library hours be reviewed with the goal of expanding

Saturday hours to 5pm as was the case prior to Covid.

- Dan will be drafting a Resolution for Trustee consideration that will assign surplus operating funds to Capital Improvement projects.
 - Jeff advised that the Memorial Day ceremony will be held outside the Library. The Library is scheduled to be closed on that day in observance of the holiday and there is no request to have it open for the ceremony.
- **Correspondence/Communications**
 - Report from Friends' representative Carol Campell
 - Friends and Dan continue to meet with residents of the Chelsea; a collaboration will continue to serve the residents who are unable to get to the Library, provide help with some technology issues, issue Library cards, etc.
 - Open meeting for public input
 - For the good of the order
- **Review of Action Items - Ann**
 - **Meeting Adjourned at 9:08**
 - Next meeting: Monday, June 12, 2023

Minutes prepared by Ken Sommer on behalf of
Jenn Coppock-Huegel, Secretary
Approved 6/12/2023