

**Minutes from Library Board of Trustees Meeting**  
**Monday, April 8, 2019**

**Call to Order**

Ann Minski, Board President, called to order the meeting of the Fanwood Memorial Library Board of Trustees at 7:36 PM. Those present were Ann Minski, Mary Everson, Jane Frost-Guzzo, Pat Plante, Kara Ascitutto, Jason Hagman, Kathleen Smythe, and Dan Weiss. Thena Rosahl, representing the Friends of the Fanwood Memorial Library, was also present. Rose (a Fanwood resident) was present to observe our meeting and learn more about our library. Phillip Yap and Jeff Banks (our new Council liaison) 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 2019, 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 the Monday, March 11, 2019 meeting:

Motion to accept: Pat Plante; Seconded: Kathleen Smythe; Unanimous approval

**Committee Reports**

**Building Committee**

Trustee Members: Ann Minski, Pat Plante –

- Current library building update:
  - bathroom painted and upstairs wall with art
  - sink fixed
  - water fountain off
  - fire and burglar alarm has not been working and has been off for a month; the parts are no longer made
- Final design: meeting with architects, etc. on April 3
  - Present: John Veitz, Phil Green, Adam Kois, Dan Weiss, Susan Staub, Carol Campell, Pat Plante, Kathleen Smythe, Jane Frost-Guzzo, and Jeff Banks
  - Viewed the updated model and drawings
- Ann suggested we ask the council members to come in to see the model and plans and discuss the needs of the community for the new library
- New design – projected total cost, \$8 million
- Presentation to Council and Mayor –
  - we will need Council to commit to plan and pass a resolution to agree to pay for the town's portion, which would be half if/when we receive funds from the state's library grant fund
- Dan is proposing to re-conceive and refresh our strategies as we move ahead – "This is our final design....the time has come!"

## **Advocacy/PR Committee**

Trustee Members: Mary Everson, Kara Ascitutto

- Kara and Mary met on April 6 to discuss strategies and possible ideas and opportunities to promote the new library and its services, programs, and connections to the community.
- Mary shared and discussed ideas and ways that a foundation or an ad hoc committee for fundraising and promoting the library could be useful. (See attached handout)
- Kara shared and discussed several possible ideas, actions, and ways of connecting with the community to promote the advantages and benefits of a new library. (See attached handout)
- We received feedback that we need something simple and focused – a promotional message for a definitive unleashing of our new library building plan.

## **Fundraising/Finance Committee**

Trustee Members: Kathleen Smythe, Pat Plante, and, Jason Hagman

- Fundraising committee met on April 4. Present were Kathleen Smythe, Pat Plante, Jason Hagman, and Dan Weiss.
- Purpose at this time is goal setting and determining ways to position our campaign to promote and raise funds for the new library.
- Jason developed a Building Project Timeline moving forward from Spring, 2019 through September, 2012. (see attached document)
- Kathleen reviewed a general but detailed proposal for the projected Library Fund Raising Campaign. (see attached documents)
  - Included was a Working Title: “Why the Time Has Come....The Walrus Initiative” – A Plan for the Fanwood Memorial Library
  - Goal to address the following challenges: Accessibility, Building/Infrastructure issues, Services, Programs and Technology, and Collection
  - Initial Quiet Campaign
  - Key Ingredients of Our Successful Campaign
  - Potential Donors
- Proposed discussion items for our next Trustees’ meeting:
  - Names for our Campaign
  - Tagline for Campaign
  - Refine marketing/fundraising plans
  - How and when to roll out this campaign plan to the public

## **Personnel Committee**

Trustee Members: Jane Frost-Guzzo, Ann Minski

- No report.

## **Director’s Report**

- RFID Conversion – visited Plainfield PL – ~~Technologic~~ / Bibliotheca // Weeding Initiative
  - Contract set with Bibliotheca with town – Scotch Plains moving ahead on this and Fanwood will as well
- Website intrusion: resolved and upgraded site to https:// with SSL & SSH

- T-Mobile Hotspots – policy: starting circulation with fee on website (\$5 for 14 days)
- LUCC Professional Development Day: Michael Cerone on “Library Law and More” – March 29
- LUCC Legislative Breakfast–April 29 8-10am; Roselle Public Library
- Square (credit card processing) (*implemented 3/16/2017*) March 2019 gross=\$117.40; net=\$114.16; (fees: \$3.24)
- Kanopy (streaming movies) (*implemented 10/2017*) March 2019: 35 plays \* 2019 YTD (*Jan.1–Mar.31*): 767 visits; 104 plays
- Metrics Report (*see attached*)
- Financial Statement (*see attached*)
- Children’s Dept. Report (*see attached*)
- Adult & Teen Services Report (*see attached*)

### **Old Business**

- Strategic Plan 2019 and State of the Library January 2019 delivered to Council, posted on website)
- Emergency Training w Chief Trigo / Lt. Chin – still trying to schedule
- *Fine Free // Automatic Renewals – TLC Upgrade*
- *Libraries Inspire – www.fanwoodlibrary.org/libraries-inspire/*
- *Conference Attendance*  
*NJLA May 29-31 2019 Atlantic City; ALA June 20-25, 2019 Washington, DC; PLA February 25-29, 2020 Nashville)*
- *MeetUp*
- *Historic Commission Partnership to redo Digital Archives*

### **New Business**

#### **Correspondence, Communications**

Report from the Friends’ representative, Thena Rosahl:

- FML Friends Annual Meeting will present Alan Sepinwall on May 1, 2019
- Annual newsletter went out
- Bookmark of the new Friends Brochure completed
- Concern about the recent Scotch Plains Friends Book Sale, which earned less this year than last

#### **Review**

- Ann reminded board members to contribute their library stories to the Libraries Inspire link on FML webpage
- Dan reaffirmed that we expand our list of possible donors
- Ideas to bring to our next meeting:
  - Names for the Capital Campaign and taglines
  - think about people to join the Campaign Committee

#### **Meeting Adjournment**

Meeting adjourned at 9:20 p.m.

Motion to approve: Jane Frost-Guzzo; Seconded: Pat Plante; Unanimous approval