

Minutes from Library Board of Trustees Meeting
Monday, April 12, 2021
Meeting held virtually on GoToMeeting.com

Call to Order

Ann Minski, Board President, called to order this meeting of the Fanwood Memorial Library Board of Trustees at 7:35 pm. Those present were Dan Weiss, Ann Minski, Mary Everson, Jason Hagman, Kathleen Smythe, and Phillip Yap. Carol Campell, the Friends President, was also present. Kara Ascitutto, Pat Plante, Jane Frost-Guzzo, trustees, and Jeff Banks, Borough Council member and library liaison, were not present. 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 2021, 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 22, 2021

Motion to accept the minutes: Kathleen Smythe

Seconded: Jason Hagman

Unanimous approval

Committee Reports

Building Committee –

Trustee Members: Ann Minski, Pat Plante

Library Building Project Updates: State Historic Commission / Library Interior and Design Development
/*Advisory Committee

Dan's Update: Transition planning – Updates (location, moving services, etc.)

- Dan met today with our architects and also with Margaret Hickey, of Connelly and Hickey, Historical Architects or Westfield, who the borough hired to consult and advise on the design with regard to the approval we need from SHPO,
 - ✓ The Historical Commission's concerns were primarily with the outside of the building design
 - ✓ They voiced suggestions and demands – more than expected
 - ✓ Dan emailed Mayor Mahr and will speak with her in the morning
 - ✓ Our architects are aware of the historical and Victorian look needed
 - ✓ Some State Historical Commission objections included: color of roof, too much brick, have more siding of slats/shingles,
 - ✓ Our architects said the objections were very arbitrary, such as, the building is too high, so they will assert our needs where functionality is impacted
- Library furnishings:
 - ✓ Dan spoke with Stewart Fife of Library Interiors and he is in touch with our architects
 - ✓ Someone from there came to library today to assess what we have and can use, i.e. shelf space; current library resources; reuse what we can and what is in storage and staff areas
 - ✓ Dan will visit Berkeley Heights and Roselle Park to see furnishings in their new libraries
- Neighbors: Kathleen suggested that we send a friendly letter to our neighbors re: the upcoming changes and construction, because we did not need to apply for a variance, and they will be affected.
 - ✓ Neighbors will be invited to share their questions with Dan

- ✓ Trustees should all sign the letter
- Re: Alternate location where we will be, hopefully using the Carriage House Park – Dan spoke to Jeff Banks about this
- Tomorrow Dan will visit the mobile mini site in So. Plainfield to try to determine needs
- Can we use the Carriage House for indoor programming? Toilet facilities?
- Expect to close our building by the end of September
 - ✓ Should we plan a closing event?
 - ✓ 5 – 6 months until we are in our new building
- Need to mark the Catalog for what remains available for our temporary site
- Community Relationships:
 - ✓ Eva Pfaff, from Fanwood Larder, and John Capreci from Edward Jones would like to be involved – perhaps as a link with our business community
 - ✓ Carol also talked with John and another woman at Edward Jones about being a liaison with the business community 2021

Fundraising/Finance Committee – Building Fund/Capital Campaign

Trustee Members: Kathleen Smythe, Pat Plante, Jason Hagman

- Kathleen said it is too early to start, but good to get organized
- make sure our database is organized
- maybe have an information night for neighbors (who might be concerned) and then send a thank you note and gift basket (maybe Fanwood Larder could help) for those who come
- Dan will look at the big spreadsheet
- Ann – the question remains, when is the right time to start? We need to start setting a firm timetable.

Advocacy/PR Committee – Project PR

Trustee Members: Mary Everson, Kara Ascitutto

- Project Press Release –
 - ✓ will need to be updated/revised with a final image, finalized design, approval, etc.
 - ✓ perhaps in a month or so; also include new information and plans and summer and fall news

Personnel Committee - 2021 Salary Recommendations/Children's Librarian

Trustee Members: Jane Frost-Guzzo, Jason Hagman, Kathleen Smythe

- Trustees' Executive Session at 8:27 pm to discuss salaries
- Motion to approve salary recommendation – Mary; Seconded – Phillip; unanimous approval
- salaries retroactive to January 1, 2021
- Dan will send approved recommendations to Mayor Mahr and Rayna
- Kara and Kathleen will be leaving their positions as trustees on our board; looking for new volunteers

Director's Report

- Transition planning – Updates (location, moving services, etc.) – see Building Committee report
- Website Redesign – Dan will look to find other prospective designers
- Corona Virus response – Browsing, Story times
- Service Hours

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- ✓ if we add more open hours we may need another staff person
 - ✓ will probably not get fully back to business as usual in our current building
 - Summer Reading Plans – coming together; Elizabeth doing story times on the lawn to a good response
 - Adult & Children's Services Report *(see attached)*

Professional Development/Meetings Attended

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Old Business

- Recreation Dept. and programming – Community Pass
 - Meet with SPPL on a regular basis
 - Possible Conference Attendance * ALA June 24-29, 2021 Chicago, IL * PLA March 22-26, 2022 Portland, OR
 - Project Advisory Board: Library Services to Patrons with Disabilities: A Problem-Based Learning Approach
IMLS Laura Bush 21st Century Librarian Grant Project, Syracuse Univ. - Infopeople Partnership
 - Fine (Fees) Free * Automatic Renewals * MeetUp * Libraries Inspire
 - Historic Commission / SPPL Partnership to redo Digital Archives
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New Business

- Kat Minski's creative TikTok videos recognized and appreciated!
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Correspondence, Communications

- Report from Friends' Representative, Carol Campell –
 - ✓ April 21st – Negro Baseball Leagues program; trying to keep the library up front with our community
 - ✓ Did not do membership campaign due to Covid closure of our building
 - ✓ Planning some kind of Book Sale for the fall
 - ✓ Membership annual meeting in late May/early June on our lawn w/activities
 - ✓ Museum Pass – some memberships are being renewed
 - ✓ Danielle Delavaux, Scotch Plains resident, is new to the Friends board
 - Open Meeting for Public Input
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8:51 pm

Meeting Adjournment

Motion: Kathleen; seconded: Jason; unanimous approval

* Form a broad-based **Advisory Committee** with Trustees, Friends, staff, Council, and public to address issues including, but not limited to:

final design input; PR; fundraising, etc... Also, planning for building transition/closure: Determine alternate location(s); brainstorm what services we are able to make available; staffing; digital services; programs for kids, teens, adults; Summer Reading programming; etc.