

Minutes from Library Board of Trustees Meeting
Monday, December 9, 2019

Call to Order

Ann Minski, Board President, called to order the meeting of the Fanwood Memorial Library Board of Trustees at 7:38 pm. Those present were Dan Weiss, Ann Minski, Mary Everson, Jane Frost-Guzzo, Kara Ascitutto, Kathleen Smythe, Phillip Yap, and Friends' representative, Carol Campell. Pat Plante and Jason Hagman were absent. Jeff Banks, Borough Council liaison, was also 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 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, November 11, 2019 meeting:

Motion to accept the minutes: Jane Frost-Guzzo;Seconded: Kara Ascitutto;Unanimous approval

Committee Reports

Building Committee –

Trustee Members: Ann Minski, Pat Plante

- Dan met with Ian Eichen of Millennium Strategies and John Veisz, our architect of FVHD Architects and Planners, regarding the process and a checklist for completing the grant application for the State Library Construction grant and the people who will participate in the writing and reviewing the application.
 - Those who will be participating in the grant writing and review include: library staff, Trustees, Council, Friends, members of the community.
- The final regulations have been printed on November 1, 2019 and published in the NJ Register.
- There will be tremendous competition for the grant funds.
- The application start date and the 90 day window for completing the application for the state grant have not yet been announced.

Fundraising/Finance Committee

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

- No report

Advocacy/PR Committee

Trustee Members: Mary Everson, Kara Ascitutto

- Letter thanking our library supporters/cheerleaders who signed a list at the Friends Book Sale was sent out on November 26, 2019.
- We discussed contacting these supporters again in January, hopefully as we are beginning the grant application process.
- Determine ways they could help with the process and reach out asking about specific ways they can support us.
- Look into SignUpGenius - <https://www.signupgenius.com/features>

Advocacy/PR Committee, contd.

- Make use of College Club Calendar to identify events we could attend to publicize the new library building and the state grant opportunity.

Personnel Committee

Trustee Members: Jane Frost-Guzzo, Ann Minski

- Sheldon Roskin's employment at the library ended on November 18, 2019.
 - Elizabeth Cooke Valeich has replaced Mary Ann Bonachum as a part-time library assistant
-

Director's Report

- Trustee re-enlistment (Ann & Mary) – Both agree to continue on the Board
- 2020 Meeting Dates and Holidays
- Department Head Meeting with Mayor Mahr – December 4
 - This may have been prompted by the upcoming retirement of town administrator, Eleanor McGovern.
 - Such meetings with the mayor and department heads will likely continue on a regular basis.
 - Bob Budiansky talked about the Recreation Department – attendance for certain programs and events have dropped off; the library has experienced similar issues with program attendance down. Dan and Bob will meet next week to evaluate programs and discuss possible coordination of events (and perhaps discuss coordinating with the Scotch Plains Library as well).
- Sunday schedule – reorganization of open hours
 - Sunday hours will continue through the summer, but will be reevaluated regarding whether they will continue in the Fall of 2020.
 - The library will still open for special Sunday programs.
- 2020 Minimum funding - \$419,385 (up \$3,390.00 or .81% from 2019)
- Friends generous support of e-Books and VR games (Paypal) (\$4,329.15 + \$250.00)
- Holiday Party – Tuesday, December 10

Closed Session

- To discuss wage issues
- Dan provided us with pertinent information
- Dan and Ann recused themselves for this period of our meeting.
- Motion to accept proposed wage adjustments at 2% and raise to parity for one other employee - Jane Frost-Guzzo
Seconded – Kathleen Smythe; Unanimous Approval

Professional Development/Meetings Attended

- LUCC Meeting – December 5 – LUCC funding formula to be reconsidered
- Ethics and Social Media in 2019 webinar – Dec. 17

Statistics

- Square (credit card processing) (implemented 3/16/2017) Nov. 2019 gross=\$103.80; net=\$99.90; (fees: \$3.90)
* 2019 YTD (Jan. 1–Nov. 30): gross=\$880.86; net=\$855.31; (fees: \$25.55)
 - Kanopy - (implemented 10/2017) Nov. 2019: 93 plays * 2019 YTD (1/1–11/30): 3,425 visits; 426 plays
 - Metrics Reports (see attached)
 - Financial Statement (see attached)
 - Adult & Teen Services Report (see attached) // Children's Dept. Report (see attached)
-

Old Business

- Meet with SPPL on a regular basis
- Planning for building transition/closure:
Determine alternate location(s); brainstorm what (minimized) services we can make available; staffing; digital services; programs for kids, teens, adults; Summer Reading Club programming; etc.

Old Business, cont.

- Renewed discussion of support of Mayor and Borough Council for our library's application for the NJ Library Construction Matching Grant
 - *Conference Attendance * PLA February 25-29, 2020 Nashville*
 - 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 * TLC Upgrade * MeetUp * Libraries Inspire
 - Historic Commission / SPPL Partnership to redo Digital Archives
-
-

New Business

-
-
-

Correspondence, Communications

- Report from Friends' Representative, Carol Campell – continuing to work on last month's projects (topics included: Mystery Dinner; Library Lovers Month; in-house Friends promotion; and review of current membership plan)
 - The Friends need someone to take over the task of publicity and the newsletter, as Katherine Balch has had to resign from that role.
 - Carol suggested coming up with a catchy phrase/name for our new library building project
 - Open Meeting for Public Input
-
-

Meeting Adjournment at 9:21 pm

- Motion to adjourn: Mary Everson
Seconded: Kathleen Smythe
Unanimous approval
-
-