

Minutes from Library Board of Trustees Meeting
Monday, December 14, 2020
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 7:36 pm. Those present were Dan Weiss, Ann Minski, Mary Everson, Jane Frost-Guzzo, Jason Hagman, Kathleen Smythe, and Phillip Yap. Carol Campell, Friends' President, was also present. Pat Plante, Kara Ascuitto, 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 2020, 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 9, 2020 meeting:

Motion to accept the minutes: Kathleen Smythe

Seconded: Jane Frost Guzzo

Unanimous approval

Committee Reports

Building Committee – New Library Project report / Next Steps

Trustee Members: Ann Minski, Pat Plante

- From Agenda – Form a broad-based committee with Trustees, Friends, staff, Council, public to address issues including, but not limited to: final design input, grant application, PR, fundraising. 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.
- Building project for our new library is happening
 - ❖ the Borough Council introduced a bond at their 12/7/2020 agenda meeting; the bond will be formally introduced at their regular meeting on 12/21/2020 and then it must wait one month.
 - ❖ Fred said we should be good to go by mid-January, 2021.
 - ❖ The state must be informed within 3 months of how the borough will acquire the matching funds.
 - ❖ The Mayor and Council will formally sign the contract with our architect, John Veisz for a bond of \$7.2 million, the full amount, 50% of which will then come from the state grant.
 - ❖ The state will send their matching half in 4 payments.
 - ❖ Dan went to the November Council meeting and will also attend the 12/21/2020 meeting.

Fundraising/Finance Committee

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

- Susan Neuhaus logo revisions for Fundraising
- Finding a fiscal partner

- Kathleen has been in contact with fundraising consultants, who are currently telling their clients to hold off on fundraising efforts due to the current Covid and economic landscape. Kathleen will continue to stay in contact with these consultants.
- Dan has reached out to the State Library, the NJLA, our architect for feedback and information about how the checks get written.
- Our logo from Susan Neuhaus – we need to pick one and vote on our choice in January. Dan will send the options to us again.

Advocacy/PR Committee

Trustee Members: Mary Everson, Kara Ascitutto

- Developing a Project Press Release
 - ❖ Waiting at this moment
 - ❖ Mayor Mahr would like to have the press release be a joint announcement of the library, council, and mayor.
 - ❖ Our last public announcement was made when we applied for the grant in the local paper and on Facebook.
 - ❖ Dan will coordinate the press release between the mayor and Kara and Kathleen; Kathleen recommended an exciting and pumped press release.
 - ❖ Our library webpage will be updated about the grant and project and the correct, up-to-date drawings.

Personnel Committee

Trustee Members: Jane Frost-Guzzo, Ann Minski

- 2021 salary/wage adjustments –
 - ❖ Jane inquired if Dan knows what is happening with other Dept. heads re: compensation at this time.
 - ❖ Dan's made a proposal regarding the increase, which will be looked at by the Personnel Committee; we are also awaiting guidance as to what the Borough will do for other municipal employees.
 - ❖ Jane asked for a document regarding salary requests with more information from Dan in order to make a recommendation for 2021; Kathleen and Jason offered to help.
 - ❖ Nancy Kipping has been on medical leave.
- Children's Librarian – During this time of Covid, we will postpone the search for a Children's Librarian.
- Jason will be joining the Personnel Committee.

Director's Report

- Corona Virus response – Stepping Back' service closure staffing– Curbside pick-up; Next steps
 - ❖ Things have been slow at the library lately
 - ❖ Curbside service is still going well.
 - ❖ Dan suggests that we consider closing to patrons coming into the library to browse for the time being, due to safety concerns with the increase of Covid + cases; libraries in Westfield, Summit, and Maplewood have done this. Scotch Plains remains open to limited patron browsing.
 - ❖ Vote on closing FML to patrons coming into the library building for limited browsing from 12/21/2020 through 1/19/2021 due to concerns of safety due to the increase in Covid-19 cases: Motion by Mary; 2nd by Kathleen; unanimous approval.
 - ❖ Announcement of the above approved closing will be on the door, on Facebook,

And via e-blasts from the library and the borough.

- 2021 Trustee appointments – Jason will be staying on the Board of Trustees
- Broad-based Community Committee for the new library building project needs to be developed.
 - ❖ Trustees should bring suggestions to the January meeting
 - ❖ An email should be developed to share with possible committee members what to expect when participating on this committee.
- Approval of Trustees meeting dates and holidays, including meeting on 10/7/2021: Motion to approve: Jane; 2nd: Kathleen; unanimous approval
- eBooks & AudioBooks – Overdrive/Libby (eLibraryNJ & RBdigital)
- Freegal
- Upgrade to TLC version 5.0 on December 5

Professional Development/Meetings Attended

- LUCC meeting Dec. 11 met virtually

Statistics

- *Square (credit card processing) (implemented 3/16/2017) Feb. 2020 gross=\$64.99; net=\$62.70; (fees: \$2.29) * 2020 YTD (Jan. 1–Feb.29): gross=\$124.34; net=\$120; (fees: \$4.34)*
- *Kanopy - (implemented 10/2017) Feb. 2020: 160 plays * 2020 YTD (1/1–2/29): 708 visits; 362 plays*
- *Metrics Reports (see attached)*
- *Financial Statement (see attached)*
- *Adult & Teen Services Report (see attached)*
- *Children's Dept. Report*

Old Business

- Recreation Dept. and programming – Community Pass
- Meet with SPPL on a regular basis
- Conference Attendance * ALA June 24-29, 2021 Chicago, IL
- Conference Attendance * 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

8:25 to 8:30 pm New Business

-

8:30 to 8:45 pm Correspondence, Communications

- Report from Friends' President, Carol Campell:
 - ❖ Virtual music program was very successful – 47-50 people attended
 - ❖ It has been uploaded to our website.
 - ❖ Sally Hogan is pushing for new members and renewals
 - ❖ Friends had a table at Shop Small Saturday- got 4 new members
 - ❖ planning a fundraising committee meeting
 - ❖ considering a contest for bird libraries in the spring; get a sponsor to offer presents
 - ❖ will continue with virtual programming
 - ❖ would like to see more online children's programming
- Open Meeting for Public Input

8:49 pm Meeting Adjournment – Motion to adjourn: Jane; 2nd: Kathleen; Unanimous approval
