

Minutes from Library Board of Trustees Meeting
Monday, December 13, 2021

CALL TO ORDER

Ann Minski, Board President, called to order this meeting of the Fanwood Memorial Library Board of Trustees at 7:32 pm.

Present: Dan Weiss, Library Director, and Trustees Ann Minski, Jane Frost-Guzzo, Phillip Yap, Jen Coppock-Huegel, and Ken Sommer.

Absent: Trustees Jason Hagman, Pat Plante, Kara Ascitutto and Jeff Banks, Borough Council member and liaison to the Library Board.

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* 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 Monday, November 8, 2021

Motion to accept the minutes: Ken

Seconded: Jane

Unanimous approval of the Board

COMMITTEE REPORTS

Building Committee – Project Update

Trustee Members: Ann Minski, Pat Plante

Library Building Project Updates

Dan's Update:

- ◆ Since the original design for the new building has increased in cost to approximately \$8 million, the design for the building has been adjusted to match our budget of \$7 million.
- ◆ Georg Duthie was scheduled to meet with the Borough this afternoon to discuss "downsizing" the new building but the meeting was rescheduled since all could not attend.
 - Updated drawings had been provided but they were not distributed to the Board.
 - The proposal is to shrink the building by approximately 15% to keep within the original budget.
 - Need details on this (especially for the 2nd floor which reflects a large unfinished space of approximately 3900 square fee).
 - Ann requested that Dan, Meredith and Nancy assess the revised plans.
 - The Board also asked that George provide us with a list of the proposed changes.
 - Mayor Mahr wants to set up an in-person meeting with the architects. Date TBD.

Fundraising/Finance/Advocacy/PR Committee – Building Fund/Capital Campaign

Trustee Members: Pat Plante, Jason Hagman, Kara Ascitutto

- ◆ Dan reported that a logo for the fundraising communications has been designed by Susan Newhouse
- ◆ The Committee will meet again in January to develop a Fundraising Plan that will then be presented to the Board.
- ◆ Kara drafted a letter announcing the upcoming library construction to be sent to the people who live in the neighboring vicinity of the Library. Still working on some edits.

Personnel Committee –

Trustee Members: Jane Frost-Guzzo, Jason Hagman, Ken Sommer

Staff Salaries

- ◆ A motion was made by Jen to conduct the 2022 salary discussion in Executive Session. The motion was seconded by Jane.
 - Discussion regarding 2022 salaries and sick time payouts took place.
- ◆ A motion was made by Jane to exit the Executive Session. The motion was seconded by Jen.

DIRECTOR’S REPORT

Request for a Mask Policy

- ◆ The Staff requested that the Board consider approving a mandatory mask policy for the Library as the Borough’s policy is a “recommendation” and not mandatory within Borough facilities.
- ◆ In order to allow slightly more people into the Library with better use of the facility, the Staff would be more comfortable with an official mask policy.
 - As such the following policy was drafted: “Until further notice, all people ages 2 and up are required to wear a mask while inside the Library building.”
 - A motion was made by Jen to approve the policy, seconded by Philip and followed by unanimous approval of the Board.

Board Meeting Dates/Holiday Closings

- ◆ Dan presented the 2022 Calendar of Board Meeting Dates. All will continue to take place the 2nd Monday of the month (no meetings in July and August) except for the October meeting which will take place on the 3rd Monday of the month so not to conflict with Columbus Day/Indigenous People’s Day observance.
- ◆ Dan presented the 2022 Holiday Closing Dates.
 - Juneteenth has been added to the list of dates. The observance of Juneteenth will follow the Federal holiday schedule.
- ◆ A motion was made by Ken **to approve** the 2022 Board Meeting and Holiday Closing dates, seconded by Jane and followed by unanimous approval of the Board.

Terminating 2021 Trustees of the Board

- ◆ Jane and Pat’s terms end on December 31st of this year.
- ◆ Ann has spoken to both Jane and Pat and they have agreed to continue with new terms commencing January 1, 2022.

LMxAC Membership Opportunity

- ◆ Dan introduced the Board with an opportunity to enhance the borrowing footprint of FML Patrons with FML's possible membership in LMxAC.
- ◆ Background: FML has shared services with Scotch Plains since 2005. This has worked well and is anticipated to continue to do so. FML has the opportunity to migrate away from this arrangement and take advantage of a substantial cost savings annually.
 - FML current annual fees = **\$43,222**
 - Scotch Plains = \$28,725
 - eLibraryNJ = \$6,943
 - TLC = \$7,554
 - LMxAC annual membership cost: **\$16,500**
 - Projected annual savings of approximately **\$27,000** (approximately 62% savings)
 - First year savings will be reduced by the expense of one-time moving fees of \$10,000 to \$17,000
- ◆ Membership in LMxAC would greatly enhance the ability of FML Patrons to avail themselves of several other Union County libraries who are already LMxAC members which include Elizabeth, Plainfield, Springfield, Roselle, Roselle Park and Kenilworth. Westfield, Cranford and Clark are also assessing the opportunity to join LMxAC and Scotch Plains is also evaluating the opportunity as well.
- ◆ LMxAC has a total of 33 Library members at this time throughout Middlesex, Monmouth and Union Counties and FML members would have access to all of them. This would be a tremendous asset to FML while the new building is under construction and we are in our temporary location.
- ◆ Additionally, an App would be available to FML patrons if we became an LMxAC member. This is something we are lacking today. The App provides access to all of the Member collections.
- ◆ The Board expressed interest in exploring this opportunity and Dan will provide more information at the January meeting.

OLD BUSINESS

- ◆ Mobil Print up and running as of December 19th.
- ◆ Fine Free Documentation: Dan and Ken to meet to finalize
- ◆ Dan planning to attend a conference, March 2022, in Portland Oregon as previously agreed to with the Board.

MEETING ADJOURNMENT

- ◆ A motion was made by Jane **to adjourn** the Board Meeting, seconded by Philip and followed by unanimous approval of the Board.