

Minutes from Library Board of Trustees Meeting
Monday, December 12, 2022

CALL TO ORDER

Ann Minski, Board President, called to order this meeting of the Fanwood Memorial Library Board of Trustees at 7:33 pm.

Those present were:

Dan Weiss, Library Director

Trustees

Jeff Banks, Borough Council member and liaison to the Library Board

Jenn Coppock-Huegel

Jane Frost-Guzzo

Ann Minski

Pat Plante

Ken Sommer

Philip Yap, the Board of Education representative

Those absent were:

Jason Hagman

Ann Minski stated, "This meeting was called pursuant to the provisions of the Open Public Meetings Act. Notice of this meeting was sent to the Union County Hawk (formerly The Times), Westfield, New Jersey; the Courier News, Bridgewater, New Jersey; The Star-Ledger, Newark, New Jersey; and the Alternate Press (TAPInto.net). In addition, copies of this notice were posted on the bulletin board in the Municipal Building and filed in the Office of the Borough Clerk. Notices on the bulletin board have remained continuously posted. Proper notice having been given, the Secretary is directed to include this statement in the minutes of this meeting."

APPROVAL OF MINUTES

Motion to accept the minutes of the November 14, 2022 meeting, with the following changes:

- change the attendance (Jeff Banks was present)
- change the word "franchises" to "businesses" under the Fundraising notes

Motion: Jane

Seconded: Ken

Unanimous approval by the Board

STANDING COMMITTEE REPORTS

Building Committee

Trustee Members: Ann Minski, Pat Plante

- No report at this time

Advocacy/Project PR/Fundraising Committee

Trustee Members: Pat Plante, Jason Hagman

- Pat met with Dan, then with Jeff. Jeff met with Trish Celardo, the Fanwood Borough CFO, about forming a Foundation. Trish advises that we have donors make checks out to Fanwood Borough/Library Fund when making a donation.

- Jane, Ken, Dan, Tom Kranz and Judy Walsh have been working to get a Foundation started. The Foundation is meant to be a long-term endeavor. Jane has a draft of a news piece to be published.
- Tom Kranz is taking pictures and posting them each week via the Borough eblast.
- Can we get a separate bank account? Dan will find out.
- There is a resident interested in donating money. Discussion ensued regarding naming rights.

Personnel Committee –

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

- If possible, targeting to have all salary recommendations and staff reviews from Dan by the end of month to make 2023 salary adjustments for 1-1-2023. This will require that all info be prepared, reviewed, and finalized before the December Board meeting. If not possible, the Board presentation will take place in January with salary adjustments retroactive to the 1st of the year.
- (Executive session)

REPORT FROM COUNCIL REPRESENTATIVE

Trustee Member: Jeff Banks

- The Council is looking for what the Library needs.
 - Currently, the train station is heated to 62-68 degrees. OSHA recommends 68-78 degrees. A better heating system is needed for both the staff and the public.
- The Council is asking for expanded hours for the Library, and for those hours to be made public.

DIRECTOR'S REPORT

Library Services Report

Prepared by Meredith Scheiner

- **Report was issued to the Board**

2023 Proposed Meeting Dates and Holidays

- Board Meetings will be held at the Library or online, at 7:30 P.M. on the 2ND Monday of each month, except for October, which will be on the 2ND Tuesday. There are no meetings in July or August.
- JANUARY 9
- FEBRUARY 13
- MARCH 13
- APRIL 10
- MAY 8
- JUNE 12
- JULY AND AUGUST - NO MEETINGS
- SEPTEMBER 11

- OCTOBER 10 (Tuesday)
 - NOVEMBER 13
 - DECEMBER 11
-
- 2023 HOLIDAY CLOSING DATES
 - Monday, January 2 New Year's Day Observed
 - Monday, January 16 Martin Luther King Day
 - Monday, February 20 President's Day
 - Friday, April 7 Good Friday/Passover
 - Monday, May 29 Memorial Day
 - Monday, June 19 Juneteenth
 - Tuesday, July 4 Independence Day
 - Monday, September 4 Labor Day
 - Monday, October 9 Indigenous People's Day/Columbus Day
 - Tuesday, November 7 Election Day
 - Wednesday, November 22 Thanksgiving Eve - 2PM closing
 - Thursday, November 23 Thanksgiving
 - Friday, November 24 Thanksgiving
 - Monday, December 25 Christmas Day
 - Monday, January 1, 2024 New Year's Day
 - IN 2023 The Library will be closed 12 WEEKENDS during the summer, The first closed Saturday will be June 17. We will reopen Saturdays starting on September 9.

Motion to accept dates above: Ken

Motion seconded: Pat

Unanimous approval by the Board

OLD BUSINESS

Directors & Officers Liability and Errors & Omissions Coverage

Hours of Operation

- Monday 9:30-7:30
- Tuesday 9:30-2:00
- Wednesday 9:30-5:00
- Thursday 9:30-7:30
- Friday 9:30-1:00
- Saturday Closed
- Sunday Closed
- **Proposed:**
 - Add Tuesdays until 5:00PM
 - Add Saturdays

New Trustee

- There are several people interested. Ken is reaching out to those people and will provide Mayor Mahr names by the first week of January.

Monthly Meetings - Start Time and Place

- Discussion of changing start times, place. Decision was made to keep the meetings at the Train Station beginning at 7:30.

Community Room Usage Committee

Trustee Members: Jenn Coppock-Huegel, Ann Minski

- No report at this time

NEW BUSINESS

Management/Coordination of Online Presence

- FML website, Facebook, Instagram, TikTok - messaging should be consistent, informative
- proofreading, fact-checking

Review of Standing Committees

Review of Bylaws

Review of Policy Manual

Trustee Calendar

Jenn suggested we have a list of monthly tasks

Executive Board

Trustees will vote next month on officers. A suggestion was made to add a Parliamentarian.

CORRESPONDENCE, COMMUNICATIONS

Report from Friends' Representative

- Carol Campell provided a report:

Friends of the Fanwood Memorial Library

Report to the Board, December 5, 2022

Community partnerships (still looking for an appropriate title)

Following up on previously mentioned ideas: Pizza making at Fabios for older elementary kids

New proposals:

The Chelsea is reporting interest in learning how to access ebooks, etc. Also interested in volunteers reading to them and sponsoring book discussion

groups, including discussion of more than one title in a single session, i.e. share reading interests, etc.

Enchantments interested in teaching adults jewelry making

Programming

We are considering a musical program and or speaker to be held somewhere other than the train station.

Also – Library lover’s month is in February.

Library leftovers.

After much discussion we decided not to hold a raffle or anything similar to sell the few items we picked up at the library. We will sell them at the book sale (some prints, painted chairs, a few other items). Rich Acosta removed panels from the stairway mural and we plan to frame and sell them.

Book sale

We will hold our thank you wine and cheese in January.

Open Meeting for Public Input

- No comments

EXECUTIVE SESSION

Motion to move into executive session to discuss employee salary and wages:

Motion: Jane

Seconded: Pat

Unanimous approval by the Board

Motion to move out of executive session

Motion: Jeff

Seconded: Pat

Unanimous approval by the Board

MEETING ADJOURNMENT

Motion to adjourn: Ken

Seconded: Pat

Unanimous approval by the Board

Meeting adjourned at 10:51 PM

Jenn Coppock-Huegel, Secretary
approved 2/13/2023