

Minutes from Library Board of Trustees Meeting
Monday, February 10, 2020

Call to Order

Ann Minski, Board President, called to order the meeting of the Fanwood Memorial Library Board of Trustees at 7:41 pm. Those present were Dan Weiss, Ann Minski, Mary Everson, Jane Frost-Guzzo, Kathleen Smythe, Pat Plante, and Phillip Yap. Carol Campell, Friends President, also attended. Jeff Banks, Borough Council member and library liaison, was 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, January 13, 2020 meeting:

Motion to accept the minutes: Jane Frost-Guzzo; Seconded: Kathleen Smythe; Unanimous approval

Committee Reports

Building Committee –

Trustee Members: Ann Minski, Pat Plante

- From Agenda – Grant application; 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, etc.
- From Agenda – 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.
- Opening discussion of the meeting –
 - News article in The Times
 - Dan will reach out to the mayor to make sure the library grant application is on the February 18, 2020 Council meeting agenda
 - We will have a strong application – 125 word summary/narrative of our plan
 - Two documents will need to be signed by the mayor/borough council to accompany our grant application – Exhibit B Resolution II and Exhibit C Certification Statements
 - Motion to approve the above named documents – Kathleen Smythe; Seconded: Pat Plante; Unanimous approval
 - Goal for the grant application – Draft will be done by Dan, Ian, and John V. by the end of February and Trustees need to review it; application will be submitted the week of March 9, 2020
 - Carol suggested that Liz Jeffries might have suggestions for examples of equipment we might need for a business center

- Pat will look into the possible use of trailers

Fundraising/Finance Committee

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

- From Agenda – set up bank account with FCF (discussion of this plan revealed this is not likely to happen due to lack of response/interest from Fanwood Community Foundation)
- Question raised – Do we need to set up a foundation/501C3 to deposit donation checks? Discussion of this idea followed with some names suggested to invite onto a foundation
- Kathleen shared a spreadsheet of names of FML users, supporters, etc for all of us to review and indicate which people we would include for invitations for our Kick-Off Party in mid-May
- Kick-Off Party scheduled for Thursday, May 7, 2020, 7-9 pm at Carol Campell's house
 - purpose to tell people about our new library project and that we will be asking for their support; application will have been submitted by that time
- Still need a name for our campaign – Kara and Kathleen are working on this
- Kara is meeting with Susan Neuhaus about possible graphic designs – an invitation for the party will be designed by them, as well as a campaign design
- Kara and Dan are working on a Case Statement for after the grant application decision which will be used to ask for donations

Advocacy/PR Committee

Trustee Members: Mary Everson, Kara Ascitutto

- No report – discussion included under Building and Fundraising Committee notes

Personnel Committee

Trustee Members: Jane Frost-Guzzo, Ann Minski

- No report

Director's Report

- VR Liability Release form approval
 - Motion to approve – Jane Frost-Guzzo; Seconded – Pat Plante; Unanimous approval
- NJ Sick Law – payment for sick time – is being tracked

Professional Development/Meetings Attended

- NJ Library Construction Bond Act Technical Assistance Session webinar – January 22

Statistics

- Square (credit card processing) (*implemented 3/16/2017*) Jan. 2020 gross=\$59.35; net=\$57.30; (fees: \$2.05)
 - * 2020 YTD (*Jan. 1–Jan. 31*): gross=\$59.35; net=\$57.30; (fees: \$2.05)
- Kanopy - (*implemented 10/2017*) Jan. 2020: 202 plays * 2020 YTD (*1/1–1/31*): 389 visits; 202 plays
- Metrics Reports (*see attached*)
- Financial Statement (*see attached*)
- Adult & Teen Services Report (*see attached*)
- Children's Dept. Report (*see attached*)

Old Business

- Recreation Dept. and programming – Community Pass
 - Meet with SPPL on a regular basis
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- Conference Attendance * PLA February 25-29, 2020 Nashville, TN
 - Conference Attendance * NJLA May 27-29, 2020 Atlantic City, NJ
 - 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
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New Business

Correspondence, Communications

- Report from Friends' Carol Campell –
 - Jane Van Haasteren is moving and so a new volunteer will be needed to take on the Museum Pass Program
 - A new person is needed to do publicity for the Friends
 - Mystery Night event is still being developed
 - Open Meeting for Public Input – none
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Meeting Adjournment at 9:03 pm

- Motion to adjourn: Mary Everson; Seconded: Pat Plante; Unanimous approval
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