

Minutes from Library Board of Trustees Meeting **Monday, January 13, 2014**

Call to Order

Sheldon Ross, Board President, called to order the regular meeting of the Fanwood Memorial Library Board of Trustees at 7:37 PM. Those present were Dan Weiss, Sheldon Ross, Jenn Coppock-Huegel, Richard Szeto, Katherine Balch, Pat Plante, Kathy Mitchell, and Jane Frost-Guzzo. Ann Minski and Sue Zazzara (representing SPFBOE) were absent.

Sheldon Ross 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 2014, 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 Last Meeting

Motion to approve: J. Frost-Guzzo

Seconded: P. Plante

Majority approval

Director's Report

Rescheduled FML Holiday Party

Wednesday, January 22

Architect RFI

The RFI was sent out to 13 architects. By next week, Dan got feedback from 11 of the 13 who responded. We are left with 6 good proposals. The subcommittee will meet on January 15th at 6:30 at the Library.

CLOSE THE GAP Fund Drive

Mailing/Update/Next Steps

To date, the library has received a net total of \$8,200.88. The cost of the undertaking was \$1,009.87. Another \$350 is expected from corporate matching donations.

Every Board Member has made a donation.

The goal of \$10,000 has almost been reached. A target date was proposed for the end of January to have our goal met.

Katherine is writing a press release to remind residents who may still want to donate.

The message has been on the marquee at the Train Station.

Amy Boroff from Be Craftful has offered to have a collection jar in her store.

Financial Report

(see attached)

Children's Department Report

(see attached)

Old Business

Website

The website is still being worked on. The templates were presented to the Board. Katherine suggested that the menu options be more like icons, making it easier to click on. Sheldon suggested that we plan to submit the website to the annual NJLA website competition.

New Service Hours

The tentative schedule will be presented to the staff at their meeting on January 21. The new hours will include Sunday hours and uniformity between the hours of the Children's Department and the main level. There will be vote by the Board on the decision made by the next Board meeting.

Fanwood Community Foundation

The Foundation would like to sell 50/50 tickets from February until September 2014. The winning ticket would be pulled on Fanny Wood Day. The funds raised would be donated to the Friends of the Library.

New Business

“Public Libraries Are Better Than Congress, Baseball, and Apple Pie, Say Americans”

(see attached)

Staff Meeting – Jan. 21

Troubleshooting/Training (FML Service Improvements)

Staff Evaluations

Job Descriptions

Correspondence, Communication, Friends

Report from Friends representative

Open Meeting for Public Input

Meeting Adjournment

Meeting adjourned at 8:43 PM

Motion to approve: P. Plante

Seconded: J.Frost-Guzzo

Unanimous approval.

Respectfully submitted,
Jenn Coppock-Huegel, Secretary