

## **Minutes from Library Board of Trustees Meeting** **Monday, January 12, 2015**

### **Call to Order**

Rich Szeto, Board Vice-President, called to order the regular meeting of the Fanwood Memorial Library Board of Trustees at 7:42 PM. Those present were Dan Weiss, Jenn Coppock-Huegel, Katherine Balch, Jane Frost-Guzzo, Kathy Mitchell, Ann Minski, and Richard Szeto. Pat Plante, Sheldon Ross and Jody Logan (representing the Board of Education) were absent.

Rich Szeto 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 2015, 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**

(Deferred until next meeting due to technical difficulties)

### **Director's Report**

#### **Trustee Officer Appointments**

Motion was made to maintain the same slate of officers for the 2015 Board by J.Frost-Guzzo.

Seconded by A. Minski

Unanimous approval

#### **Policy Manual Review**

Small changes may need to be made in areas that have changed (e.g. Notary). The policy is available online. Approval of policy should be made every year.

#### **Feasibility Study Update**

The Board is awaiting a commitment from Council. Council is currently working on the Capital Budget. When that is resolved, we can expect an answer.

#### **Tech Upgrade/Mobile Tech Update**

New server and firewall are in. Working on creating a connection to SPPL - they are updating their technology. New computers have been ordered and the new TV has been installed. The new phone system will be installed tomorrow.

#### **Staff Evaluations**

Dan presented two forms that may be used in staff evaluations - one self-evaluation and one Director evaluation. Comments were made to make the evaluation forms more precise. Dan will streamline the samples to meet the Fanwood Memorial Library's needs. The Board will then provide feedback on the forms.

#### **Door Count**

December 2014 - 2,756 total

Sundays(4) - 161  
Open 28 days; closed 4 holidays  
Daily average - 99/ Sunday average - 40

**ILLs:**

December - 68 received, 9 sent

**Items Added**

December - 153 books/books on tape, 24 DVDs, 88 periodicals  
Total - 265

**Programming**

*Created Equal* program with the joint support of The Friends of the Fanwood Memorial Library and The Friends of the Scotch Plains Public Library

**Financial Report**

*(see attached)*

**Children's Department Report**

*(see attached)*

**Old Business**

**Email Notifications for Materials Coming Due**

**New Business**

**LUCC/Hillside**

Hillside's Library has been closed for about 2 years. Patrons have been getting their library service from surrounding towns. LUCC sent a letter to the Hillside Council to remind them that the agreement is that the town can borrow, but must also provide services.

**MURAL Agreement**

The agreement needs to be addressed.

**Correspondence, Communication, Friends**

**Report from Friends Representative**

**Open Meeting for Public Input**

**Communication Committee Report**

Report will be made at the next Board meeting.

**Meeting Adjournment**

Meeting adjourned at 9:01 PM

Motion to approve: A. Minski; Seconded: R. Szeto

Unanimous approval

Respectfully submitted,  
Jenn Coppock-Huegel, Secretary