

Minutes from Library Board of Trustees Meeting
Monday, January 11, 2021
Meeting held virtually on GoToMeeting.com

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, Ann Minski, Mary Everson, Jane Frost-Guzzo, Jason Hagman, Kathleen Smythe, Pat Plante, Kara Ascitutto, and Phillip Yap. Carol Campell, Friends' President, was also present. 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 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 the Monday, November 9, 2020 meeting: Three changes were requested and Dan said he would make them to update the minutes.

Motion to accept the minutes: Jane Frost Guzzo

Seconded: Kara Ascitutto

Unanimous approval

Note: Before addressing the business of our meeting, President Ann Minski asked that we take a few moments to remember Camille Sigona who worked for and supported the Fanwood Memorial Library for several years. Camille recently passed away. We also discussed making a donation in her honor to a cause/organization that was important to her.

Committee Reports

Building Committee – New Library Project report / Next Steps

Trustee Members: Ann Minski, Pat Plante

- New Library Project – Ann and Dan met with Mayor Mahr, Fred, John Veisz, our architect, and Rayna Harris, the new Fanwood borough administrator.
 - ✓ Today, Dan received a letter from John Veisz informing us that he is retiring, but will stay involved with our project as we continue to work with his company. His partner, George Duthie, will be taking over leadership of our new library project.
 - ✓ Our whole town, mayor and council, are in full support of the new library and are ready to go. A letter and signature page is ready and will be signed in February.
 - ✓ Dan informed that we will probably have to be out of the library building in April when work will begin by taking down the current building.
 - ✓ Construction of the new library is expected to take one and a half years.
 - ✓ Dan said he will talk to Pat Hoynes about the cost of renting storage trailers and other options.
 - ✓ Question raised – Can we get accessible storage to continue curbside pick-up?
 - ✓ Discussion of where to situate a temporary site for the FML included the possibility of the Carriage House pocket park on Watson Road; other locations mentioned were a storefront or PNC bank in town.

- ✓ Jason asked if the storage for our books/materials will need temperature control? Dan said he expected that would be necessary, and that we will need guidance while interviewing moving and storage companies.
- From Agenda – Discussion about forming 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. 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.
 - ✓ What aspects and issues of the new library building project will this ad hoc Community Building Committee address, explore, and advise on?
 - ✓ Architects are ready to go
 - ✓ Design development – there may be many specific decisions, but the layout and design are basically set.
 - ✓ Bid documents will be developed
 - ✓ Dan asked for all of us to suggest names of community members who might volunteer for this ad hoc committee
 - Ann mentioned the possible need for a lawyer, accountant, family patrons, merchants, teachers
 - Don't want this to be a “political football”
 - Commitment of volunteers will be necessary, especially time (perhaps 1 or 2 times a month in the beginning)
 - Kathleen said that we need to be very specific about what we want the members of these committee members to be responsible for, especially if we want them to “buy into” our project.
 - Dan said he will refine our expectations
 - Kathleen said we want people who can be financially supportive as well and they will more likely be that if they are involved.
 - Also, perhaps fundraising could develop out of this committee.

Fundraising/Finance Committee

Trustee Members: Kathleen Smythe, Pat Plante

- Finding a fiscal partner – Dan spoke with the Community Foundation of Northern NJ about an intake of funds for us; they have a 1.5% maintenance fee; still need a mechanism for writing checks
- Carol reviewed the idea of creating a Building Fund
 - could be a small group including a trustee, that could collect and hold funds and also disburse payments/checks;
 - 3 people would need to file with the state for 501-3c status; this idea will be explored
- Review of current finances and holdover funds from 2020
 - \$25,000. Bequest / \$50,000 from Library Trustees Fund – a good start
 - Library will get its regular budget from the borough for 2021
- Our logo from Susan Neuhaus – we need to pick one and vote on our choice.
 - 2 choices were 1) the quill pen and 2) the silhouette of adult and child
 - Ann took the vote – All but one voted for the silhouette.
 - We will let Susan Neuhaus know and also let her know that we prefer more blue than yellow in the design.

Advocacy/PR Committee

Trustee Members: Mary Everson, Kara Ascitutto

- Developing a Project Press Release
 - Waiting for a quote from Mayor Mahr – Ann will reach out to her
 - Dan has updated our library webpage about the grant and new library building project

Personnel Committee

Trustee Members: Jane Frost-Guzzo, Ann Minski, Jason Hagman, Kathleen Smythe

- 2021 salary/wage adjustments – final decisions on salaries for 2021 have not been made yet
- Dan will send out RICE notices
- Children’s Librarian – We will postpone the search for a Children’s Librarian until closer to the opening of the new library building.
- Re: Library closed to browsing – a motion was made to update the website that this closure will continue “until further notice”
 - Motion by Jane Frost Guzzo; 2nd by Jason Hagman; unanimous approval
- Trustees approved allowing part-time employees to decide whether to either roll over their sick days to the next year, or have the Borough pay them for any outstanding sick time accrued in 2020.
 - Motion by Jason; 2nd by Pat; unanimous approval

Director’s Report

- Transition planning
- Corona Virus response – Stepping Back’ service closure– Curbside pick-up; Next steps
- \$25,000 bequeathal – Mr. Elvin C. "Al" Downer, Jr., (96) of Fanwood, NJ
- Jane raised some questions about the reporting of current Metrics and Financial Statements - we have not seen up-to-date ones in a while; Dan reviewed how much is currently in our account

Professional Development/Meetings Attended

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Statistics

- *Square (credit card processing) (implemented 3/16/2017)*
- *Kanopy - (implemented 10/2017)*
- *Metrics Reports*
- *Financial Statement*
- *Adult & Teen Services Report (see attached)*
- *Children’s Dept. Report*

Old Business

- Recreation Dept. and programming – Community Pass
- Meet with SPPL on a regular basis
- Conference Attendance * ALA June 24-29, 2021 Chicago, IL
- Conference Attendance * PLA March 22-26, 2022 Portland, OR
- 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 * MeetUp * Libraries Inspire
- Historic Commission / SPPL Partnership to redo Digital Archives

New Business

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Correspondence, Communications

- Report from Friends’ President, Carol Campell
 - Trying to keep up enthusiasm for the library
 - plan to meet soon to discuss fundraising and programming
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- quite a few new members; appreciation for the online music program before Christmas
 - children's book donations are suspended for now
 - Open Meeting for Public Input
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9:05 pm Meeting Adjournment – Motion by Pat; 2nd by Phillip; unanimous approval

** Form a broad-based committee with Trustees, Friends, staff, Council, and public to address issues including, but not limited to: final design input; PR; fundraising, etc.. Also, planning for building transition/closure: Determine alternate location(s); brainstorm what services we are able to make available; staffing; digital services; programs for kids, teens, adults; Summer Reading programming; etc.*