

Minutes from Library Board of Trustees Meeting
Monday, June 11, 2018

Call to Order

Ann Minski called to order the meeting of the Fanwood Memorial Library Board of Trustees at 7:35 PM. Those present were Jenn Coppock-Huegel, Katherine Balch, Ann Minski, Jane Frost-Guzzo, Philip Yap, Dan Weiss and Jason Hagman. Kathy Mitchell, Pat Plante and Mary Everson were absent.

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 2018, 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 May with the following changes:

- John Veisz was not present at the Building Committee Meeting
- RFQ - Letters for support should read "drafted by the Director, the Building Committee Chair and the Board President . . ."

Motion to approve minutes: J. Coppock-Huegel

Seconded: K. Balch

Unanimous approval

Committee Reports

Building Committee

Committee has not met. The committee will ask John Veisz to attend.

Fundraising Committee

The committee, Pat Plante, Jane Frost Guzzo, Kathleen Smythe, and Dan Weiss, met with Kevin Stevens (Millennium Strategies).

Kevin responded to Dan with some grant possibilities.

Eleanor gave Dan some info on the Block Grant, which can be submitted in the fall.

Discussion of contacting the Fanwood Foundation in regards to having them act as the point organization for applying for foundation grants given their 501(c)(3) status.

Advocacy Committee

Committee has not met. However, the Friends of the Fanwood Public Library were given the Library Champion Award Recognizing Excellence by NJLA on May 31, 2018.

Katherine read the remarks that Carol Campell prepared for the award ceremony.

Director's Report

Staff Meeting with John Veisz

Dan Weiss, Susan Staub, Nancy Kipping, and Meredith Scheiner met with John Veisz and Phil Green from FVHD. The staff expressed concerns with the current proposed design, especially in regards to the size of the building and outdoor areas.

FLIP

Discussions of use of space, interior designs and facade design

Trustee Training

Dan provided a login and password for Trustees to access trustee videos.

Square

(credit card) report (implemented 3/16/17) – May: gross=\$38.90; net=\$37.82 (fees: \$1.08)

Kanopy report

Kanopy (movie streaming) report (implemented 10/2017)

May: 12 plays

2018 Annual Snapshot (*year to date*): 557 visits; 104 plays

Metrics Report: Statistics for 6-11-18 Board Meeting

	2017	May	2018	May	2017-18 % Difference	2017 YTD Total	2018 YTD
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Total	2017-18	% Difference					
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Door Count	3,730	4,216	13%	17,577	19,003	8%
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Days Open	30	29	-3%	142	142	0%
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Daily Average	124	145	17%
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# Sundays	4	3	-25%	20	19	-5%
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Sunday Count	318	202	-36%	1,273	1,161	-9%
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Sunday Daily Average	80	67	-16%
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WiFi Daily Average	35	32	-9%
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WiFi Clients	1050	928	-12%	4,806	4,935	3%
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started May 27, 2015

ILLs Borrowed	19	9	-53%	110	82	-25%
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ILLs Lent	7	5	-29%	40	26	-35%
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Books/Books-on-CD Added	273	213	-22%	1,005	991	-1%
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Periodicals Added	89	68	-24%	421	382	-9%
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DVDs Added	7	0	-100%	76	53	-30%
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Total Added	369	281	-24%	1,502	1,426	-5%
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Tutor.com FML Sessions	26	11	-58%	94	87	-7%
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Tutor.com SPPL Sessions	4	3	-25%	78	92	18%
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started 4/15/16

Rbdigital (Zinio) Patrons Added 1 2 100% 9 12 33%
Rbdigital (Zinio) Checkouts 32 60 88% 260 296 14%
started 3/15/16

Financial Report

April 2018

Meeting Date: 6/11/2018

INCOME

May Fines/Fees/Printing \$423.50
May Grants
May Gifts \$0.00
May Ongoing Booksale \$9.10
Total: \$432.60

EXPENSES

From Library Fund/Trust (State Aid):
\$0.00

Total: \$0.00

CURRENT LIBRARY FUND BALANCES

Total (Includes State Aid): \$82,142.52 (Unity Bank Statement: 5/31/2018)
Fine Receipts (Deposits): + \$0.00 (NOT included in Unity Bank Statement)
\$82,142.52
Open POs Encumbered (not yet paid): - \$0.00
\$82,142.52

Available Library Trust Fund \$82,142.52 (as of 6/11/2018)
FY 2018 State Aid \$3,173.00
Available Library Fund: \$78,969.52 (as of 6/11/2018)

Adult Services Report: May 2018

ADULT and FAMILY PROGRAMMING

- Local councilman and author Tom Krantz was the featured speaker at the Friends Annual Meeting on May 9th. Attendees were as interested in his information on self-publishing as they were in hearing how he came to write his book.

- The staff is supporting the Friends' new membership effort by passing out a Friends' flyer at checkout
- **SUMMER PROGRAMS**
 - Summer Reading—LIBRARIES ROCK--kicks off on June 25th with a family concert on the lawn by three-time Grammy nominee, Brady Rymer.
 - Weekly Game Night. Family games and puzzles will be available for check out during the summer months.
 - DIY Thursdays—Teens are invited for weekly crafting session including: Make your own Rock Photo Holder, Create your own Rock n' Roll T-shirt, and Tote Those Rocks (tote bag decorating).
 - SAT Math Course – Manjula Sohal will teach a free summer SAT Math class for SP-Fanwood High School students.
 - Rockin' the Night Sky—July 12th @6:30. Wayne Zuhl from the Amateur Astronomers club will be back to show patrons the stars with our library telescope. He will also give a presentation on meteorites.
 - National Watermelon Day—complimentary watermelon slices courtesy of the staff—is August 3rd.
 - We will continue to provide copies of the district's summer reading lists and available copies of recommended books.

Children's Dept. Report

This report will be presented to the Board at a later date.

Old Business

The Strategic Plan will need to be updated. Our current plan ends in 2018.

New Business

Correspondence, Communication, Friends Report from Friends Representative

Carol Campell reported via text that the membership is currently up to 67. The goal set in spring was 100 by July 4. We are 67% there.

Open Meeting for Public Input

Review

Next meeting: September 17, 2018

Meeting Adjournment

Meeting adjourned at 9:16 PM

Motion to approve: J. Frost-Guzzo

Seconded: J. Hagman

Unanimous approval

Respectfully submitted,

Jenn Coppock-Huegel

Acting Secretary