

Minutes from Library Board of Trustees Meeting

Monday, June 8, 2020

Meeting held virtually on GoToMeeting.com

Call to Order

Ann Minski, Board President, called to order the meeting of the Fanwood Memorial Library Board of Trustees at 7:30 pm (8:00 pm for regular meeting). Those present were Dan Weiss, Ann Minski, Mary Everson, Jane Frost-Guzzo, Kathleen Smythe, Pat Plante, Kara Ascitutto, and Phillip Yap. Susan Neuhaus was present for the first part of the meeting. Carol Campell, Friends' President was present. Jason Hagman and Jeff Banks, Borough Council member and library liaison, were 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, May 11, 2020 meeting:

Motion to accept the minutes: Kathleen Smythe

Seconded: Jane Frost-Guzzo

Unanimous approval

Susan Neuhaus – The Library Initiative video presentation (prior to regular meeting agenda)

- She provided us with her local background information.
- 3 different logos to view: Purpose – branding for The Library Initiative; get people to support and commit to the project
 - 1) The Library Initiative with the feather pen and phrase "Help us write our next chapter"
 - 2) The same phrase surrounded by small library/reading icons
 - 3) A circle logo with silhouettes of a younger and older person and the same phrase
- Responses to and discussion of the presentations
- Susan will send the visuals of the logos to Kara and Dan who will distribute them to us.

Committee Reports

Building Committee –

Trustee Members: Ann Minski, Pat Plante

- From Agenda – 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.
- The FML application for the grant from the Library Construction Bond Act was officially submitted at the end of March, 2020.
- News that the Scotch Plains Library has also submitted an application for the Library Construction grant.

Fundraising/Finance Committee

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

- No report

Advocacy/PR Committee

Trustee Members: Mary Everson, Kara Ascitutto

- See Susan Neuhaus presentation

Personnel Committee

Trustee Members: Jane Frost-Guzzo, Ann Minski

- Susan Staub is retiring on July 31, 2020.
- Mary discussed the plans to celebrate Susan's 25 years of service and retirement
 - Possibly make a video of scrapbook of memories, cards, notes, pictures, mementos to be collected from friends, patrons, families, etc.
 - Dan will reach out to LUCC children's and youth librarians to ask them to send greetings, etc. to Susan.

Director's Report

- Corona Virus response – staffing, phased reopening, etc.
 - Meetings: Dan and Ann met with Mayor Colleen Mahr, Jeff Banks, and Fred Tompkins regarding concern about municipal funds during this time of Covid-19 and how the library might be able to help on May 13, 2020; a second meeting is scheduled for May 29, 2020
 - With Susan Staub retiring as Children's librarian, we will hold off on filling that position
 - Dan and Meredith will continue to work full-time
 - Nancy and Linda will continue to work part-time at an hourly rate
 - The remaining part-time staff has been furloughed for now
- Multi-phase reopening plan
 - Dan, Meredith, and Susan are back in the building, using physical distancing, etc. and are dealing with book returns (as of 6/11/20)
 - 2000 books out to be returned – quarantine them for 72 hrs.; set up a system to sort them
 - Continue virtual services
 - Next phase – Curbside service with contact free delivery; unified approach with the SP Library
 - Next phase – limited number of patrons in the library; no lingering; no onsite programs for now
- Board statement on solidarity, democracy, racism, etc. –
 - letter to be put together by Kara, Ann, and Jane, to be distributed via our FML website and newsletter
 - Phillip will forward school district statement to Dan, Ann, Jane, and Kara
 - Resources to inform children, teens, and adults on these issues will be listed our FML website

Professional Development/Meetings Attended

- LUCC Meeting – via Zoom June 5
- Library Reopening Town Hall Meeting with Dr. Deborah Carnavaca of the NJ Governor's office – 6/12/2020

Statistics

- *Square (credit card processing) (implemented 3/16/2017) Feb. 2020 gross=\$64.99; net=\$62.70; (fees: \$2.29)
* 2020 YTD (Jan. 1–Feb.29): gross=\$124.34; net=\$120; (fees: \$4.34)*
 - *Kanopy - (implemented 10/2017) Feb. 2020: 160 plays * 2020 YTD (1/1–2/29): 708 visits; 362 plays*
 - *Metrics Reports (see attached)*
 - *Financial Statement (see attached)*
 - *Adult & Teen Services Report (see attached)*
 - *Children's Dept. Report (see attached)*
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Old Business

- Recreation Dept. and programming – Community Pass
 - Meet with SPPL on a regular basis
 - *Conference Attendance * NLA May 27-29, 2020 Atlantic City, NJ*
 - *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 * TLC Upgrade * MeetUp * Libraries Inspire
 - Historic Commission / SPPL Partnership to redo Digital Archives
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New Business – none

Correspondence, Communications

- Report from Friends' President, Carol Campell –
 - Katherine Balch with the help of Friends Carol, Thena, Sally, and others have collected children's books for Books for Kids and are handing them out at food banks; going very well; seeking donations; through June
 - Probably will not have a book sale in the Fall (will be meeting with Mayor Mahr and Mr. Budiansky
 - Considering virtual summer reading activities; use of lawn?
 - Sending out newsletters and email blasts
 - Next week is the Friends board meeting
 - Open Meeting for Public Input – none
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Meeting Adjournment at 8:59 p.m.

Motion to adjourn: Kathleen Smythe; 2nd by: Pat Plante; Unanimous approval