

Minutes from Library Board of Trustees Meeting
Monday, June 14, 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 7:34 pm. Those present were Dan Weiss, Ann Minski, Mary Everson, Pat Plante, Jane Frost-Guzzo, Kathleen Smythe, and Phillip Yap. Carol Campell, the Friends President, Kara Ascitutto and Jason Hagman, trustees, 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 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, May 10, 2021

Motion to accept the minutes: Jane (with one clarification re: Kathleen's presence at last meeting)

Seconded: Kathleen

Unanimous approval

Committee Reports

Building Committee – Project Update

Trustee Members: Ann Minski, Pat Plante

Library Building Project Updates: State Historic Commission / Library Interior and Design Development

Dan's Update: Transition planning – Updates (location, moving services, etc.)

- Status with the State Historic Preservation Office –
 - ✓ State Historic Commission concerned that our architects are not taking up their recommendations
 - ✓ Meeting with our architects, Jeff Banks, Rayna Harris, and the town engineer held to address changes requested; FVHD worked comments into the design, which were then rejected with vague comments, not real guidance
 - ✓ Meeting called for last Tuesday with architects – both were pleasant and professional, but no one from borough hall could attend
 - ✓ Planning on hold – Mayor Mahr wants to be involved in discussions; Rayna said the mayor will talk with people from SHPO, then meet with Margaret Hickey, the historical architect and her partner Tom Connelly, and then arrange a full meeting
 - ✓ Ann has, and will again, reach out to talk to Mayor Mahr
- Kathleen raised the concern that some of the library's neighbors are not happy, are concerned about that the new library will look too much like a municipal/commercial building
 - ✓ Jane mentioned concerns about writing a letter to the neighbors
 - ✓ Kathleen recommended a face-to-face gathering with refreshments for neighbors
 - ✓ need to discuss how to work with the neighbors; how to answer their questions
 - ✓ perhaps ask them for suggestions regarding color, plantings
 - ✓ Ann asked Pat and Jane to look into who to invite, which neighbors will be most impacted by the new building – Ann asked Pat and Jane to organize this and then work with Dan

- ✓ Kathleen recommended that library staff should be at the gathering because patrons know them
- Jane asked Dan if any of his library director colleagues are having similar issues with SHPO; Dan will reach out again to some of the ones he has previously checked with.
- Because of the current challenges with finalizing the design, everything is on hold – renting trailers, getting bids, breaking ground, publicity.
- Dan thinks we will be fine working with the borough to use the Carriage House Park for trailers
 - ✓ Pat Hoynes will need to be involved to get a public bid out for trailers
 - ✓ Jane asked if there are any county resources/money available, i.e. Union County Block Development grants
 - ✓ Dan will reach out to Al Mirabella to ask him about county resources
- Dan said he heard from the attorney who represents the estate of the donor giving the library \$25,000 and expects that to happen soon.

Fundraising/Finance Committee – Building Fund/Capital Campaign

Trustee Members: Pat Plante, Jason Hagman

- No report

Advocacy/PR Committee – Project PR

Trustee Members: Mary Everson, Kara Ascitutto

- Project Press Release – on hold for now
- No report

Personnel Committee – Sara Angel / Children’s Librarian

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

- Sara Angel is leaving at the end of June
- Dan will make sure current staff are covering her hours for the time being
- Will figure out staffing when move to trailer happens
- About one year before opening will look at new hires
- Comments that Kat Minski is doing great with her videos on social media

Director’s Report

- Transition planning – Updates (location, moving services, etc.) – See **Building Committee** report
 - ✓ Jane asked how transition is going – Dan replied that it’s fine, lower number of people coming in; Borough marquee will say library is open
 - ✓ 2 computers available for public use for half hour sessions; 1 stand-up for 15 minutes
 - ✓ people are wearing masks
 - ✓ curbside pickup is still robust
 - ✓ Ann suggested we get a banner stating that we are open – something visible for passing traffic to see
 - ✓ Jane concerned that our current hours are confusing; there is a sign on the door
- Reopening Update – not known yet
- Summer Reading Plans – they are happening; good response
 - ✓ new employees doing well – Tammi doing yoga
 - ✓ 2 outdoor storytimes each week; yoga for kids on the lawn; reading logs
 - ✓ Kat Minski will go to summer program at LaGrande twice/week to read to kids
- Adult & Children’s Services Report *(see attached)*

Professional Development/Meetings Attended

- LUCC Meeting – April 30
 - State Library meeting: ACA, & government programs libraries can disseminate information about. – May 6
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Old Business

- Website Redesign
 - Advisory Committee
 - Recreation Dept. and programming – Community Pass
 - Meet with SPPL on a regular basis
 - Possible Conference Attendance * ALA June 24-29, 2021 Chicago, IL * 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
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New Business

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Correspondence, Communications

- Report from Friends' Representative (Mary delivering Carol's report)
 - ✓ Disappointed in attendance for the 35th Friends Anniversary, but did get very good feedback
 - ✓ special thanks to Dan for setting up the sound system and for his and MO's talent
 - ✓ Thank you to Friends members and trustees Ann and Mary for their attendance
 - ✓ Lots of new volunteer participation
 - ✓ First Book Sale meeting coming up next week
 - ✓ Bob Budiansky gave the go ahead for using Forest Rd Park building in mid-September
 - ✓ Dan commented that Carol did an amazing job getting new and younger members involved with the Friends and their activities and events
 - Open Meeting for Public Input
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8:48 pm

Meeting Adjournment - Motion: Pat; Second: Jane; unanimous approval

* Form a broad-based **Advisory 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.