

Minutes from Library Board of Trustees Meeting
Monday, June 13, 2022

Call to Order

Ann Minski, Board President, called to order this meeting of the Fanwood Memorial Library Board of Trustees at 7:33 PM. Dan Weiss, library director, trustees Ann Minski, Jane Frost-Guzzo, Jenn Coppock-Huegel, Jason Hagman, Philip Yap, and Ken Sommer were present. Jeff Banks and Pat Plante were absent. (There is one vacant seat.) Carol Campell, representing Friends of the Fanwood Memorial Library, was also 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 2022 last week, 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, April 11, 2022 meeting

Motion to accept the minutes: Jane

Seconded: Ken

Unanimous approval

Committee Reports

- **Building (Ann, Pat) –Library Building Project: Updates**
 - Building Inspector questioned building materials, then reached out to George (architect), who provided information to Fred, who explained that he was reviewing the documents from the architect. Fred will decide whether to use the proposed materials at a higher cost or use wood instead at a lower cost.
 - Ann proposed having a meeting with Fred and George to clarify these issues.
 - A question was raised about the timing of the project in regards to the grant. Dan reported that Fred wrote a report regarding the state of the project. Contract issues and budget issues should be resolved by the fall. The budget for the building is currently \$7.2 million, with \$6.3 million still due.

- **Advocacy/Project PR/Fundraising (Pat, Jason) – Susan Neuhaus; PR, Capital Campaign;**
 - Susan Neuhaus is working on creating a brochure to send out to everyone in Fanwood.
 - Jane spoke with four people who were willing to serve as Trustees. All four are still willing to assist with library advocacy/fundraising. Jane proposed a committee meeting to include these volunteers.

- **Personnel (Jane, Jason, Ken) – Children’s librarian**
 - Jill, a part-time staff member, has resigned. The rest of the staff has been covering her hours. With the uncertainty of the transition, as well as the database switch to LMxAC, Dan is hesitant to hire someone new at this time.

- Philip suggested we hire someone without regard for possible closing. Ken agreed and suggested that our staff is too small and needs to be enlarged sooner rather than later.
- Discussion of possible library hours if we were to hire someone new. The goal would be as follows:
 - Monday 9:30 - 7:30
 - Tuesday 9:30 - 7:30
 - Wednesday 9:30 - 5:00
 - Thursday 9:30 - 7:30
 - Friday 9:30 - 5:00
 - Saturday 9:30 - 5:00 (Saturday after Labor Day - mid-June)
- Dan will determine staffing needs to fulfill these hours.
- The target date to fill these positions and expand the hours will be July 15, 2022. The status of the endeavor will be announced on that date.

Director's Report

- **New Trustee**
 - Danielle Morris will be sworn in by Mayor Mahr at the next Council meeting on May 20, 2022.
- **Transition planning – Updates (location, moving services, trailers, etc.)**
 - Temporary Library location still to be determined
- **Trustee Fundraising clarification**
 - Dan reached out to the State Library and Michael Cirrone, a lawyer who specialized in library law. Mr. Cirrone is of the opinion that Trustees could indeed raise funds for the Library.
- **LMxAC updates / 2022 SPPL Services**
 - Staff will need to be trained. The new system will go live on October 3rd, but both systems will run concurrently for a short time.
- **Library Services Report (see attached)**

Professional Development/Meetings Attended

- **LMxAC Membership Meeting – June 10, 2022**

Directors and Officers Liability and Professional Liability (also know as Errors and Omissions) Insurance Policy

- **Directors and Officers Liability-** This is another type of insurance that nonprofits should not be without. It provides coverage for management decisions that board directors and officers make. [D&O insurance](#) protects the organization and individual board members. D&O insurance policies often include insurance coverage for employment practices liability, which extends to volunteers as well as employees. This coverage protects against claims for harassment, discrimination, and wrongful termination. <https://www.boardeffect.com/blog/do-nonprofits-need-liability-insurance/>
- **Professional Liability-**Boards of directors can forget to tell people things or make mistakes. Professional liability insurance is also referred to as errors and omissions insurance. It protects against claims made as a result of a board director's action or

inaction.

https://docs.google.com/document/d/17jxbEm0I_69jXIjWOZ6REhbV9BFbm4ZL/edit

- According to the insurer, the Board is not covered. However, in an email to Dan, Rayna stated that to the best of her knowledge, that employees and volunteers are covered under the umbrella policy. Details of the umbrella policy have not been clarified.
- The Board would like to insure itself. Are we allowed to purchase insurance for ourselves? Who do we contact for a quote? Dan will contact the insurance broker.

Friends of the Fanwood Memorial Library

- The brunch was a big hit for the Annual Book Sale volunteers.
- The walking tour was a big hit. More people signed up than could be accommodated. The tour is a collaboration with the Historical Society. There will be more tours planned for the fall.
 - A kitchen tour is being planned.
- Summer:
 - FanJam
 - Summer Reading Club
 - Book Sale 9/30-10/10
- The newsletter will be brought back:
 - Membership Drive
 - Fundraising
- There were 13 people at the most recent Board meeting!

Next meeting:

Monday, September 12, 2022

Meeting Adjournment

Ken made a motion to adjourn the meeting.

Jason seconded the motion.

The Board unanimously agreed.

The meeting was adjourned at 9:32 PM.

Respectfully submitted by Jenn Coppock-Huegel