

Minutes from Library Board of Trustees Meeting
Monday, March 22, 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 7:32 pm. Those present were Dan Weiss, Ann Minski, Mary Everson, Jane Frost-Guzzo, Jason Hagman, Pat Plante, and Phillip Yap. Carol Campell, the Friends President, was also present. Kara Ascitutto and Kathleen Smythe, trustees, and Jeff Banks, Borough Council member and library liaison, were not present. Russ Huegel was also present for the first part of our meeting. 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, February 8, 2021

Motion to accept the minutes: Jane Frost Guzzo; Seconded: Mary Everson;
Unanimous approval

New Library Building Project Funds Management Discussion

- Ann welcomed town attorney, Russ Huegel, to our meeting for this discussion
- Dan reviewed our considerations and options explored up to this point for collecting and disbursing funds for the new library building
 - ✓ start our own 501c3
 - ✓ work with the Friends, Rotary, Fanwood Community Foundation (these are not options now)
- Russ (in consultation with Fred Tompkins) said that starting a 501c3 Building Fund could be challenging and time consuming - need to get trustees, hire an attorney, apply for an IRS designation which could take 2-12 months
- Russ and Fred recommended that we consider working with the borough since the library already has an account with the borough.
 - ✓ would need to adhere to the borough's public contracts laws
 - ✓ account of library's funds are controlled by the borough
- Dan brought up that Pat Hoynes is the borough purchasing agent and we could work with her to facilitate accessing our funds to pay contractors, etc.
- Ann suggested that it might work in our favor to work with the borough in this way
- There is an exception under local public contracts laws for purchasing unique things
- Dan brought up the possibility of starting another bank account with the borough that would be dedicated to hold funds for the new library building project (would help to keep track of costs and disbursements)
- Russ raised a concern/question about how donors can get information for their contributions/donations for tax deduction purposes.

- ✓ doable with a 501c3 fund
- ✓ questionable if the donation is going to a library account held by the borough
- ✓ generally donations to libraries are tax deductible
- ✓ donors will need to check with their accountants
- Jason raised the question of whether or not it would be a good idea for the library to have a 501c3 fund for other or future purposes. Dan said he didn't think this was necessary.
- Russ said usually it was bigger towns that had 501c3 funds
- Dan and Ann said that working with the borough seemed to be the path of least resistance
- Russ offered that we have a governing body that wants to work with us
- Dan said he would review this discussion with staff members and Kathleen for their input
- We thanked Russ for his time and input, and he left our meeting.

Committee Reports

Building Committee –

Trustee Members: Ann Minski, Pat Plante

*Advisory Committee

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

- Dan sent floor plans to us
- Dan, Meredith, and Nancy sat down with George Duthie and Dan Schittone and really looked at the whole site and took a hard look at the layout
- Dan needs to sign off on the plans so the structural engineers will be able to create building specs based on the structural layout
 - ✓ there are a few changes re: Teen area, study center, staff area
 - ✓ also have to show details to the historical commission
 - ✓ attorney is waiting for the final sign off from us
 - ✓ Carol asked where the knitters would go? – community room
- Motion to allow Dan to sign off on the floor plans so the architects can move forward and present them to the structural engineer
 - ✓ Motion by Mary; second by Jane; unanimous approval
- Discussion and questions:
 - ✓ YA next to Quiet Study? Sound proof? – needs to be discussed
 - ✓ Satisfied with the flexibility options of the layout – librarians can't be sure of what the future will be
 - ✓ discussion of whether to have some kind of stage in the community room for performances and presentations – would need to be flexible/moveable – needs to be considered and discussed with the architects
- Transition plans
 - ✓ we will need to vacate the current building between August and October
 - ✓ Bids will go out a little after that
 - ✓ Early 2023 we hope to have ribbon cutting
- Dan – looking for alternate spaces for the library when we have to move out of our building
 - ✓ Two Rivers and PNC sites not available
 - ✓ Fanwood Grille site? Kickboxing site on South Ave.?

- ✓ Commercial spaces are really expensive
- ✓ Trailer options could be more cost effective
- ✓ Need to see what 2021/2022 budgets will be re: helping us to accommodate spacing
- ✓ Jane questioned whether the borough is open to us using the Carriage House Park
- ✓ Dan needs to talk to the borough more about the Carriage House Park option
- ✓

Fundraising/Finance Committee – See above re: meeting with Russ Huegel

Trustee Members: Kathleen Smythe, Pat Plante, Jason Hagman

Advocacy/PR Committee

Trustee Members: Mary Everson, Kara Ascitutto

Project PR

- Project Press Release is ready to go

Personnel Committee

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

2021 Salary Recommendations/Children's Librarian

- ✓ 2021 Salary/wage adjustments – waiting for borough recommendations
- Children's Librarian – the plan is to postpone the search for a Children's Librarian until closer to the opening of the new library building, but have the position filled for the move into the new building

Director's Report

- Transition planning – Updates (location, moving services, etc.) – see above
- Website Redesign –
 - ✓ To be done in conjunction with our transition
 - ✓ Dan is talking to Joel Krauss of Krauss Marketing (Pat knows him); he did the redesign for the Parsippany Library
 - ✓ \$12 – 15,000 for complete redesign
 - ✓ purpose is to try to get as current a website as we can that will be best for us
- Corona Virus response – Next steps / Corona waiver –
 - ✓ Staying in touch with Michele at SP library re: letting people into building
 - ✓ Plan to allow people to browse by appointment as before with precautions
 - ✓ Get people into the building as much as possible before we close in the fall
 - ✓ Make April 5th the date to start taking appointments to browse inside
- Summer Reading Plans – “Tails and Tales Summer Reading Program”
 - ✓ Meredith, Tammy, and Elizabeth are putting together the Summer Reading Program
 - ✓ There will be Monday night events
 - ✓ Dates – end of June to beginning of August
 - ✓ online signups for events
 - ✓ Covid waiver for parents to sign – same as one used by Recreation Dept.
 - ✓ outdoor story times and crafts are planned for groups by grades
 - ✓ there will be teen activities
- Adult & Children's Services Report (*see attached*)

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- Museum Pass –
 - ✓ hasn't really been happening during the pandemic
 - ✓ Erica Feldman has taken this over since Jane Van Haasteren moved
 - ✓ Attendance is done with either passes or tickets
 - ✓ need to get the passes back from SPL so that they can be circulated again
 - ✓ Tickets for sale paid for by Pay Pal or credit card – proceeds go to Friends
 - ✓ most museums need to make appointments now for attendance
 - ✓ Dan and Carol will meet to discuss this and report at next meeting

Professional Development/Meetings Attended - none right now

Old Business

- 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 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' President, Carol Campell
 - ✓ Question – Is the new building project fully public now? Yes.
 - ✓ 3 new Friends board members – Deserie Foster, Amy Hamill, Krys Budd
 - ✓ the Negro League Baseball program is set for this Spring
 - ✓ Friends annual meeting is planned for June on the library lawn with music
 - ✓ Book Sale is planned for Fall with limited use of Forest Rd. Park building
 - ✓ Membership drive happening
 - ✓ Book Lovers walking group is going strong and growing
 - ✓ Outreach to help people get to the library is still being explored – and it could lead to identifying other needs that could be met
 - Open Meeting for Public Input
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9:00 pm

Meeting Adjournment -

Motion to adjourn: Pat ; seconded: Phillip; 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.*