

Minutes of the Fanwood Memorial Library Board of Trustees Meeting

Monday, May 11, 2020

NOTE: The Library Board met virtually online in May

Call to Order

Ann Minski, Board President, called to order the meeting of the Fanwood Memorial Library Board of Trustees at 7:34 pm. Those present were Dan Weiss, Ann Minski, Mary Everson, Jane Frost-Guzzo, Kathleen Smythe, Pat Plante, Kara Ascitutto, and Phillip Yap. 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, March 9, 2020 meeting:

Motion to accept the minutes: Jane Frost-Guzzo; Seconded: Pat Plante; Unanimous approval

Committee Reports

Building Committee –

Trustee Members: Ann Minski, Pat Plante

- The application for the grant from the Library Construction Bond Act was officially submitted at the end of March 2020.
- With the current circumstances of the Covid-19 crisis, the deadline for libraries to submit their grant applications was extended to early June. We will wait to hear about further plans.
- 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.

Fundraising/Finance Committee

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

- Dan plans to reach out to the Fanwood Community Foundation and to the College Club regarding where to keep donations and funds for the new library project. He will also work with Russ Huegel to manage this. Ann and Kathleen encouraged Dan to move forward with this process.

Advocacy/PR Committee

Trustee Members: Mary Everson, Kara Ascitutto

- Kara is meeting with Susan Neuhaus about a logo and graphic designs for the fundraising campaign

Personnel Committee

Trustee Members: Jane Frost-Guzzo, Ann Minski

- Susan Staub is retiring on July 31, 2020. Mary and Kara are in planning stages for celebrating her.

Director's Report

- Corona Virus response – staffing, phased reopening, etc
- Best Practices For Reopening New Jersey Libraries – from LibraryLinkNJ
 - How to know when to move from phase to phase for reopening based on NJ state requirements
 - Dan re: the guidelines for FML staff return – as events unfold will need to develop strategies to use and Implement; i.e., the mechanics of book returns, curbside pickup
- Dan will discuss with Michelle at Scotch Plains Library to coordinate plans.
- Questions and discussion – nuts and bolts
 - Open at different times? Limited hours? 50% capacity?
 - Will we have enough protective equipment and will the borough help with this?
 - Dan has ordered plexi-glass for shields and barriers
 - Pat Hoynes is helping to get some of the supplies needed
 - Is the borough deciding of policies and guidelines?
 - Depending of Governor's decisions, we may have to move quickly
- Dan – we're doing a good job with providing virtual resources and opportunities
 - Resource page with clear links
 - A lot for children and teens – literary focused and teen focused
 - Phil offered that he received a link from his supervisor for summer and will forward to Dan
 - Dan – library is not spending much during this time; Borough requested to limit spending
 - All staff are being paid for their regular hours; Dan, Meredith, and Susan work 35 hours/wk.
 - Friends contributed \$4000. for e-books, audiobooks, summer reading activities, online resources for kids from RD Digital, e-library NJ
 - Summer Reading Club will not meet this summer – looking at Zoom programs?
 - Staff doing various things – illustrated map of Fanwood and walking tour
 - Nancy and Meredith updating social media regularly
 - Dan reading periodically posted stories for kids with his son's dog Natchez ☺
 - Annie making wellness calls/check-ins with seniors
 - Teen photos are up on our website
- Dan – Call from Jeff Banks re: meeting request on Friday with the mayor and Fred and Dan and Ann
- Dan attended a LUCC webinar on civil service and unions, lay-offs, furloughs

Professional Development/Meetings Attended

- LUCC Meeting – via Zoom April 24
- LUCC Meeting – via Zoom May 8

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.291): 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*
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- *Metrics Reports (see attached)*
 - *Financial Statement (see attached)*
 - *Adult & Teen Services Report (see attached)*
 - *Children's Dept. Report (see attached)*
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New Business – none

Correspondence, Communications

- Report from Friends' President, Carol Campell
 - Planning short and long term goals
 - Suspending membership drive for now; open to accept renewals
 - April – annual meeting
 - Idea – collect children's books and hand them out at food banks; reach out to members for donations
 - Katherine Balch is collecting books to distribute
 - Considering planning free Zoom lessons
 - Probably will not have a book sale in the Fall
 - Want to continue to promote libraries and learning with various websites
 - Sending out newsletters and emails
 - Erika Feldman is the new Museum Pass coordinator
 - Open Meeting for Public Input – none
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Meeting Adjournment at 8:53 p.m.

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