

Minutes from Library Board of Trustees Meeting
Monday, November 11, 2019

Call to Order

Jane Frost-Guzzo, Board Vice-President, called to order the meeting of the Fanwood Memorial Library Board of Trustees at 7:43 PM. Those present were Dan Weiss, Mary Everson, Jane Frost-Guzzo, Jason Hagman, Phillip Yap, and Friends' representatives, Carol Campell and Thena Rosahl. Ann Minski, Pat Plante, Kathleen Smythe, and Kara Ascitutto were absent. Jeff Banks, Borough Council liaison, was also absent. Jane Frost-Guzzo 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 2019, 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, October 7, 2019 meeting:

Motion to accept the minutes as amended: Jason Hagman

Seconded: Phillip Yap

Unanimous approval

Committee Reports

Building Committee –

Trustee Members: Ann Minski, Pat Plante

- Dan reported an update that the state had reviewed the comments and responses on the regulations for the library construction grant application and finalized the regulations.
- The edited and final regulations were set to be printed on November 1, 2019 and published in the NJ Register.
- The regulation on the cost per square foot was increased to \$500.00 from the previous lower amount.
- The application start date and the 90-day window for completing the application for the state grant have not yet been announced.

Fundraising/Finance Committee

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

- No report

Advocacy/PR Committee

Trustee Members: Mary Everson, Kara Ascitutto

- No report

Personnel Committee

Trustee Members: Jane Frost-Guzzo, Ann Minski

- Dan, Ann, and Jane will have a meeting

- Mary Ann Bonachum, who started in August, 2018, is resigning, effective 11/18/19.
 - She worked between 12-15 hours/week.
 - She is returning to substitute teaching.
- Dan sent out RICE notices to the staff – they will receive a 2% pay increase.
- The question was raised – should we be concerned about turnover of staff. Dan said it is the nature of the part-time hours and generally young adults who hold those positions.
- Regarding wages –
 - Pages receive \$10.00 per hour and will continue at that rate.
 - According to the NJ Dept. of Labor, minors under the age of 17 must receive at least the federal minimum wage of \$7.25 per hour.
 - Regular staff starts at \$14.00 per hour.
- Discussion of wages for staff will take place at our December meeting.

Director's Report

- 2020 Meeting Dates and Holidays
 - Look at October date and discuss at our December meeting
 - check on borough closings
- Trustee terms expiring 12/2019 (Ann & Mary)
- 2020 Minimum funding - \$419,385 (up \$3,390.00 or .81% from 2019)
- 2020 State Aid - \$3,206 (up \$3.00 or .09% from 2019)
- Friends support of e-Books and VR games
- Holiday Party – Tuesday, December 10 – budget
 - Motion by Mary to increase budget from \$500.00 to \$600.00; seconded by Jason; unanimous approval
- Meet with SPPL on a regular basis
 - Ann and Dan are working on this
 - Issues being addressed are building, ebooks, fine free beginning January 2020?
- Warrior Week Kickoff
- FIOS speed increased to 75/75 – at the same cost

Professional Development/Meetings Attended

- LUCC Meeting – Oct. 25
 - concern about formula costs for libraries – does the formula punish Fanwood?
 - should LUCC become a consortium?
- Libraries and Autism Workshop – El Centro, California – October 11 – Dan attended

Statistics

- Square (credit card processing) (*implemented 3/16/2017*) Oct. 2019 gross=\$118.75; net=\$115.49; (fees: \$3.26)
 - * 2019 YTD (*Jan. 1 – Oct. 31*): gross=\$808.26; net=\$785.42; (fees: \$22.84)
- Kanopy [streaming movies] (*implemented 10/2017*) Oct. 2019: 44 plays * 2019 YTD (*1/1 – 10/31*): 3,098 visits; 333 plays
- Metrics Reports (*see attached*)
- Financial Statement (*see attached*)
- Adult & Teen Services Report (*see attached*)
- Children's Dept. Report (*see attached*)

Old Business

- Dan is serving on Project Advisory Board: Library Services to Patrons with Disabilities: A Problem-Based Learning Approach 2019-2021 – IMLS Laura Bush 21st Century Librarian Grant Project, Syracuse Univ. - Infopeople Partnership
- 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.

- *Conference Attendance * PLA February 25-29, 2020 Nashville*
- *Fine (Fees) Free // Automatic Renewals – TLC Upgrade // ADDITIONAL REVENUE SOURCES* needs to be discussed further
 - Print ? Fax? Hot spot?
 - Jason asked is it possible to offer levels for online platforms with level 1 free and charge for higher levels?
 - Dan replied that it might be difficult to set up
- *MeetUp // Libraries Inspire – www.fanwoodlibrary.org/libraries-inspire/*
- *Historic Commission Partnership to redo Digital Archives* - Big project for joint physical archives for Fanwood and Scotch Plai but on the back burner/low priority for now
- Gift and recognition for Sheldon still being arranged

New Business

- Dan will create a Constant Contact list of our supporters/cheerleaders and Mary will compose a thank you letter to be sent out.
- Campaign Committee discussion will be on the agenda for December meeting.

Correspondence, Communications

- Report from Friends' Representative – see attached (topics included: Mystery Dinner; Library Lovers Month; in-house Friends promotion; and review of current membership plan)
- Open Meeting for Public Input

Meeting Adjournment at 9:17 pm

- Motion to adjourn: Jane
Seconded: Jason
Unanimous approval
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