

Minutes from Library Board of Trustees Meeting
Monday, November 9, 2020
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, Jane Frost-Guzzo, Pat Plante, Kara Ascitutto, and Kathleen Smythe. Carol Campell, Friends' representative, was also present. Jeff Banks, Borough Council member and library liaison, was 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, October 5, 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

- From Agenda – Grant award notification; Next Steps *
Dan reported that a press release from Gov. Murphy's Office informed us that Fanwood's application has been accepted. Details to follow pending approval from the State Legislature, including clarification as to the dollar amount actually approved. Ann is reaching out to the Mayor to get a feel for the Borough's current position on the matching funds.

Fundraising/Finance Committee

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

- Susan Neuhaus logo revisions for Fundraising // Rotary
Premature – hold off due to the pandemic and current economic uncertainty.

Advocacy/PR Committee

Trustee Members: Mary Everson, Kara Ascitutto – no report

Personnel Committee

Trustee Members: Jane Frost-Guzzo, Ann Minski -

Director's Report

- Coronavirus response – staffing, safety, phased reopening, etc. – curbside pick-up; next steps:
Dan reports they are ready to start receiving patrons back into the building. Mobile plexiglass screen was acquired through Valley Stationery Supply, at the suggestion of the Borough's purchasing agent. Staff meeting tomorrow to work out details for making patron reservations through Eventbrite. Patrons will be required to use hand sanitizer upon entry, 30 minutes maximum visit to browse for materials and/or make copies in lobby. No computer use, no tutoring, no lingering. There will be 30-minute breaks in between reservations to wipe down the self-check station, the high frequency touch spots, etc. Maximum 5 patrons per session (adults & children combined).
All patrons will be required to wear masks. The Eventbrite reservations will include a Covid waiver
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and provide the ability to contact trace. Kara volunteered to provide Dan with her children's private school Covid waiver and to reach out to obtain whatever waiver Scotch Plains-Fanwood Schools are using (now that they are gradually transitioning from remote learning to a hybrid model), from which Dan can craft a very similar waiver to be used by the library.

Commented [J1]:

- New Children's Librarian – the Personnel Committee will meet prior to the December meeting to explore the recommended timing for hiring a new Children's Librarian, given the current unusual circumstances.
- eBooks & AudioBooks – Overdrive/Libby (eLibraryNJ & RBdigital)
- Upgrade to TLC version 5.0 on December 5

Professional Development/Meetings Attended

- None

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.29): 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
- Metrics Reports (see attached)
- Financial Statement (see attached)
- Adult & Teen Services Report // Children's Dept. Report

Old Business

- Recreation Dept. and programming – Community Pass
- Meet with SPPL on a regular basis
- Conference Attendance * ALA June 24-29, 2021 Chicago, IL
- Conference Attendance * 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

New Business * none

Correspondence, Communications

- Report from Friends' representative – Carol Campell
 - \$23,000 needs to be spent; will be meeting on November 12 to decide how to spend it.
Dan has given the Friends some suggestions.
Fundraising ideas are also being explored.
 - Open Meeting for Public Input – none
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Meeting Adjournment at 9:02 p.m.

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