

Minutes from Library Board of Trustees Meeting
Monday, October 16, 2017

Call to Order

Jane Frost-Guzzo, President, called to order the meeting of the Fanwood Memorial Library Board of Trustees at 7:36 PM. Those present were Jenn Coppock-Huegel, Katherine Balch, Ann Minski, Mary Everson, Jane Frost-Guzzo, Phillip Yap and Dan Weiss. Pat Plante and Kathy Mitchell, representing Mayor Colleen Mahr, were absent. Thena Rosahl, representing the Friends of the Fanwood Memorial Library, was also present.

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 2017, 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 September Meeting with amendments -

Motion: K. Balch

Seconded: A. Minski

Unanimous approval

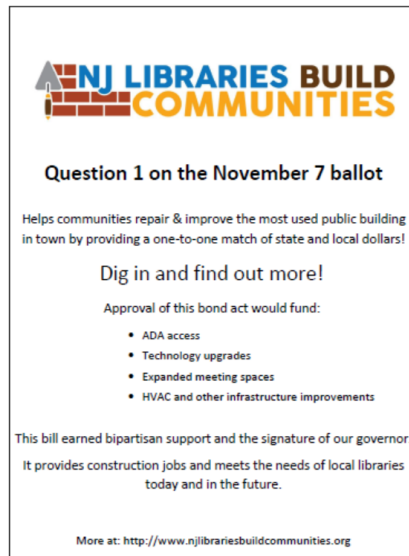
Director's Report

Advocacy Committee Report

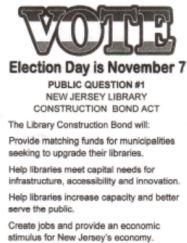
Advocacy Committee

Report to Board October 16, 2017

1. Educational flyers: Our committee has been working closely with the Friends to produce two flyers in two sizes to distribute to the public.



a.



b.

2. Letters to the editor

- a. The board responded to remarks made by Brian Walter in an interview on October 12, 2017.
 - b. The Friends plan to respond before October 18 to the editorial in the same issue of the paper that cast a negative light on the library construction referendum.
3. The Friends sent out their newsletter urging members to vote yes.
 4. The Friends have partnered with NJLA to produce lawn signs for statewide distribution.

Dan revealed a draft of a mailing to go out to all Fanwood residents and businesses regarding the public question during the week of the election. Discussion ensued regarding edits and wording for clarity.

Motion to approve wording of educational direct mail postcards regarding the Library Construction Bond Act and the use Board funds, not to exceed \$1,000, to cover printing and mailing costs:

Motion: M. Everson

Seconded: K. Balch
Unanimous approval

In addition, the Board sent a letter to TAP in response to Brian Walters' letter dated October 12, 2017.

Building Committee Report

Building Committee

Report to board for meeting on October 16, 2017.

The building committee's second meeting was held on October 5, 2017.

In attendance were Russ Huegel, Jack Molenaar, Dan Weiss, Katherine Balch, Ann Minski, Carol Campell, Pat Plante

Discussion covered the following topics:

1. Type of committee: This committee is not a library board standing committee but an ad hoc committee comprising members of the council, library board, and Friends, as well as the library director. Others may attend to observe, e.g., the children's librarian.
2. Meeting frequency: The committee will meet about every two weeks for the next few months.
3. Financing: Council members are investigating innovative ways to fund construction.
4. Approval process: The architect's final design is approved by committee, committee recommends design to the board, the board recommends the design to the council.
5. Bond act: If the bond act is approved on November 7th, the grant application process will probably not begin until February and will likely extend for 6 months thereafter but will close before the end of 2018.
6. Building priorities: Space priorities need to be established and recorded before next meeting with architect or we need to agree that we don't have any space priorities.
 - a. Design suggestions should come with justifications; objections to design suggestions should be quantified.
7. Financing and fundraising:
 - a. The Fanwood Community Foundation has agreed to hold the money donated for the project.
 - b. No agreement was reached on whether the committee needs a budget.
8. Marketing and public support: Some council candidates agreed to include support/advocacy for FLIP in campaign literature.
9. Publicity:
 - a. Mayor Mahr asked the Friends to send a personal letter to 1800 voters urging them to vote yes for the referendum. A decision awaits Friends approval at their meeting scheduled for October 17.
 - b. A suggestion was made to spread advocacy—enlist new voices and faces.
10. Next meeting is scheduled for October 25th at 6.30 at the library.

At a meeting with Mayor Mahr, Dan and Ann, Colleen stated that If the Bond Act passes, the Council would be willing to fund a \$5M project, if it doesn't pass, Council would be willing to fund a \$2.5-\$3M project.

Katherine reported on her visit to the Bernardsville Library. There were mistakes made from which we can learn.

Fundraising

Jane and Dan will meet with Kathleen Smythe on October 26 and 12 noon. Katherine spoke about reorganizing the Library website to make it user-friendly for groups of people in anticipation of future fundraising endeavors.

Library Journal Public Library Director Summit, Philadelphia Nov. 2, 3

Dan will attend.

State Aid

FY 2018 State Aid received \$3,173 (down \$10. from FY '17) We're still awaiting word on the minimum funding level.

Kanopy

kanopy – on-demand film streaming service
<http://fanwoodlibrary.kanopystreaming.com/>

The service doesn't cost anything to run, however, the Library will pay \$2 per movie viewed. The use will be reflected in the Metrics Report each month.

Square

(credit card) report (implemented 3/16/17) – September: gross=\$179.87; net=\$174.91
 (fees=\$4.96 / 2.75%)

Metrics report

Fanwood Memorial Library			
Metrics Report: Statistics for 10-16-17 Board Meeting			
	2016 Sept.	2017 Sept.	2016-17 % Difference
Door Count	3,667	3,765	3%
Days Open	27	27	0%

Daily Average	136	139	3%
# Sundays	3	3	0%
Sunday Count	111	179	61%
Sunday Daily Average	37	60	61%
WiFi Daily Average	34	31	-9%
WiFi Clients	918	837	-9%
<i>started May 27, 2015</i>			
ILLs Borrowed	18	24	33%
ILLs Lent	8	8	0%
Books/Books-on-CD Added	183	232	27%
Periodicals Added	99	80	-19%
DVDs Added	8	7	-13%
Total Added	290	319	10%
Tutor.com FML Sessions	12	20	67%
Tutor.com SPPL Sessions	24	15	-38%
<i>started 4/15/16</i>			
Zinio Patrons Added	2	1	-50%
Zinio Checkouts	45	29	-36%
<i>started 3/15/16</i>			

Financial Report

Board of Trustees Financial Statement				
September 2017				
Meeting Date: 10/16/2017				
INCOME				
September Fines/Fees/Printing	\$486.32			

September Gifts		\$0.00	<i>in memory of Helen Boguszews ki</i>		
Total:		\$486.32			
<u>EXPENSES</u>					
<u>From Library Fund/Trust (State Aid):</u>					
		\$0.00			
Total:		\$0.00			
<u>CURRENT LIBRARY FUND BALANCES</u>					
Total (Includes State Aid):		\$71,776.99	<i>(Unity Bank Statement: 9/29/2017)</i>		
Fine Receipts (Deposits):	+	\$0.00	<i>(NOT included in Unity Bank Statement)</i>		
		\$71,776.99			
Open POs Encumbered (not yet paid):	-	\$0.00			
		\$71,776.99			
Available Library Trust Fund		\$71,776.99	<i>(as of 10/16/2017</i>		
FY 2016 State Aid	-	\$1,444.31			
Available Library Fund:		\$70,332.68	<i>(as of 10/16/2017</i>		

Adult Services Report: September 2017

- **September Programming**
 - On September 26th Jamie Novak presented Fall Back into an Organized Home. The program was a big success with 45 attendees who all enjoyed the program very much.
- **Girls Who Code Club**
 - The library has partnered with the Park Middle School Girls Who Code Club, which is led by patron Joe Llano and includes up to 25 girls in grades 5-8.
 - The club is in its second year and needed more time and space than Park Middle School can offer, so we are hosting in the Fanwood Room and providing laptops and desktop computers for members of the club.
- **Non-fiction Book Group facilitated by Phyllis Brown**
 - Phyllis held her first informational meeting and is strategizing how to get this up and running.
- **Kim Eckstrom Art Show**
 - Local artist Kim Eckstrom recently won the Union County Senior Watercolor award and the borough approached us about displaying some of her work. We worked with Ms. Eckstrom and her husband to display even more paintings than initially anticipated. The work is lovely and patrons enjoy it. Neighbors and friends of Ms. Eckstrom have visited the library to see her show.
- **Fannywood Day, 2017**
 - We had a great Fannywood Day. The library table was visited by folks of all ages. Piggy (from Mo Willems' beloved stories) was there to greet kids and we gave away a lot of books. We displayed flyers for upcoming programs and put a lot of effort into spreading the word about the Library Construction Bond Referendum
- **Part-time Staff**

- We were sad to see Jill Dodman and Anita Wallden retire after 19 and 20 years, respectively. Nikki Thompson, Annie Mackenzie (back again!) and Rosie Everson all started in September. They're doing great.
- **Pages**
 - Our high school pages have been a big help. They've helped out at programs including our three eclipse events (Astronomer's Presentation, Build an Eclipse Viewer, and our Eclipse Viewing) and our Teen Button Maker program. They also helped organize books at the Friends Book Sale and now they're working on a cool library display.
- **Kanopy**
 - We are launching a new movie streaming service called Kanopy. Fanwood card holders will have access to over 30,000 movies including indie films, the Criterion Collection, classics and documentaries.
- Looking forward to Macbeth and Bollywood Dancing!

Children's Dept. Report

FANWOOD MEMORIAL LIBRARY CHILDREN'S DEPARTMENT **REPORT TO THE BOARD OF TRUSTEES** **October – 2017**

The Library held a Retirement Party for Anita Wallden on Saturday, September 16th. Since Anita worked primarily in the Children's Department, offering storytimes for several ages, we were able to procure costumes for the Mo Willems book characters Elephant & Piggie to help celebrate Anita's contribution to the Library. Teen Volunteers Antoinette Chango & Cara Egan portrayed the characters.

On Fanny Wood Day Julia Rosen was able to present "Piggie." Susan assisted Julia with the cumbersome costume and in taking breaks to stay hydrated & cool. Many thanks to the Ivy Learning Center for welcoming us to use their facilities for changing & breaks on what turned out to be a very warm day.

FALL PROGRAMS

We welcomed **Rosie Everson** to the staff in September. Among her many responsibilities, Rosie has taken on two of the **Early Literacy** programs: Baby Jumble and Library Jumble for 3-5 year olds. Fall Storytimes got underway the week of

September 25th. On October 5th retired librarians Carolyn Gaeding & Mary Ann Malloy performed their music, story & puppet show: Barnyard Fun for Library Jumble.

Librarian, **Linda Olsen** began Fall **Sensory Storytimes** on Saturday, Sept. 30.th We have chosen Saturdays in hope that more families will be able to participate. This program will continue throughout the year on the First Saturday of the month.

Librarian, **Danielle Hirschhorn** planned and presents **Create Your Own Video Games** (Scratch) on Tuesdays afterschool for those in Grades 4-6.

Susan presents a **Toddler Time** for 18-35 mos. on Wednesday mornings.

Susan is doing a **Story Jumble** combining stories and more intricate crafts for those in Grades 3-5 on Thursdays in the early evening during the Fall.

We are going to try a Friday afterschool as well as a Saturday afternoon Book Bingo as we try to do more programs on weekends to involve families. Susan will be trying a weekend Book of the Month for families to see if there is any interest.

On **Halloween**, the Library will have a Wacky Castle inflatable maze on the front lawn from 4:30 to Parade Start.

Old Business

Vice-president Nomination:

Jane nominated Ann Minski as vice-president for the remainder of the year.

Seconded: K. Balch

Nomination was accepted.

Unanimous approval.

New Business

Congratulations to Dan Weiss on directing the Fanwood Memorial Library for 20 years and counting! Thank you, Dan!

Correspondence, Communication, Friends

Thena Rosahl reported:

1. National Friends of New Jersey Libraries Week is this week.
2. The Book Sale brought in a record \$12,000!
3. Katherine and Carol attended an NJLA-sponsored Friends Institute in Parsippany on Saturday.
4. The Friends are working on support for the November ballot question on the Library Construction Bond Act.
5. The Friends sent flowers and a card to Anita Wallden to say goodbye.
6. The Friends are looking for volunteers to hand out flyers at the Fanwood 5K and educate residents about the ballot question.

Open Meeting for Public Input

Rich Acosta attended the meeting. He and his wife are members of the Friends and are interested in getting involved in town.

Review

The Board thanked Dan for his years of service.

The Board thanked the Friends for their hard work and contributions over the years, resulting in over \$200,000 in donations to the Library.

Meeting Adjournment

Meeting adjourned at 9:17 PM

Motion to approve: A. Minski

Seconded: M. Everson

Unanimous approval

Respectfully submitted,
Jenn Coppock-Huegel, Secretary