

Minutes from Library Board of Trustees Meeting
Monday, October 7, 2019

Call to Order

Ann Minski, Board President, called to order the meeting of the Fanwood Memorial Library Board of Trustees at 7:37 PM. Those present were Ann Minski, Mary Everson, Jane Frost-Guzzo, Jason Hagman, Pat Plante, Kathleen Smythe, Phillip Yap, and Dan Weiss. Kara Ascitutto was absent. A representative from the Friends of the Fanwood Memorial Library and Jeff Banks, Borough Council liaison, were also absent. 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 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, September 9, 2019 meeting:

- Modifications to the minutes – last names added for Suzanne Romero and Sheldon Roskin
- Motion to accept the minutes as amended: Pat Plante
- Seconded: Kathleen Smythe; Unanimous approval

Committee Reports

Building Committee – Fanny Wood Day, PR, State Grant

Trustee Members: Ann Minski, Pat Plante

- We discussed Fanny Wood Day/Annual Book Sale
 - Tables, sign boards with the building designs were set up; information sheets were handed out
 - Dan, Jane, Mary, and Pat were present at Fanny Wood Day to talk to people and answer questions
 - Jane, Ann, and Mary were present at the Book Sale to talk to people and answer questions; supporters were invited to sign a list with their names and contact information
 - 98% of comments and questions at both events were positive, encouraging, and supportive
- We plan to look for upcoming events (using the College Club Calendar) to attend to inform people about the new library project.
- Need more personal testimonials
- Dan will contact the architect, John Veitz about the final design, video, fly-through, and readiness to fill in the State Grant application.
- Awaiting an update from the state on when the window will begin for making the application for the state grant.
- Millennium Strategies will be involved in completing the grant application.

Fundraising/Finance Committee

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

- No report

Advocacy/PR Committee

Trustee Members: Mary Everson, Kara Ascitutto

- See attached report which discusses and reviews ideas and suggestions:
 - to promote support for the new library project;
 - to improve communication with town residents, council, and supporters, i.e., use of our email, board@fanwoodlibrary.org, **Constant Contact**, **SignUp Genius**, and our website
 - suggested materials to use to promote the new library project.

Personnel Committee

Trustee Members: Jane Frost-Guzzo, Ann Minski

- Sheldon Roskin is officially retiring. He will receive a gift and thank you as recognition for his service to the library.
- Suzanne Romero is working a part-time schedule.
- Katherine Minski is working a regular part-time schedule.
- In November, salary increases will be discussed.

Director's Report

- Sheldon Roskin retirement – see above
- RFID Conversion – All going well – speed, inventory, and security; two Self Check-out units will be enabled after the RFID Conversion is complete; users would have to scan their cards.
- Staff Meeting – September 17 went well
- Consider offering an Online Tutoring with a live tutor service

Professional Development/Meetings Attended

- LUCC Reception – September 25 – Dan, Ann, and Phillip attended
 - Speaker advised not to commoditize the idea of the library adding value to the town; advise think about our revenue streams outside of the town's contribution, i.e., faxing, copies, hot spots
 - Many libraries will be applying for the state grant.

Statistics

- Square (credit card processing) (*implemented 3/16/2017*) Sept. 2019 gross=\$47.60; net=\$46.30; (fees: \$1.30)
 - * 2019 YTD (*Jan. 1– Sept. 30*): gross=\$658.13; net=\$639.92; (fees: \$18.39)
- Kanopy [streaming movies] (*implemented 10/2017*) Sept. 2019: 33 plays * 2019 YTD (*1/ 1–9/ 30*): 2,758 visits; 289 plays
- Metrics Reports (*see attached*)
- Financial Statement (*see attached*)
- Adult & Teen Services Report (*see attached*)
- Children's Dept. Report

Old Business

- 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*
- 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

- Libraries and Autism Workshop – El Centro, California – October 11
 - *Fine (Fees) Free // Automatic Renewals – TLC Upgrade*
 - *MeetUp // Libraries Inspire – www.fanwoodlibrary.org/libraries-inspire/*
 - *Historic Commission Partnership to redo Digital Archives*
-

New Business

- Campaign Committee – discuss at our November meeting.

Correspondence, Communications

- We discussed how very successful and well organized the Friends annual Book Sale was; Dan said that he would write a note to Carol expressing our appreciation and gratitude.
- Report from Friends' Representative - None
- Open Meeting for Public Input - None

Meeting Adjournment

- Motion to adjourn by Jane Frost-Guzzo at 8:53 p.m.
Seconded by Pat Plante
Unanimous approval