

Minutes from Library Board of Trustees Meeting
Monday, October 11, 2021

Call to Order

Ann Minski, Board President, called to order this meeting of the Fanwood Memorial Library Board of Trustees at 7:33 pm. Those present were Dan Weiss, library director, and trustees Ann Minski, Jane Frost-Guzzo, Jenn Coppock-Huegel, Phillip Yap, Jason Hagman, Pat Plante, and Ken Sommer. Carol Campell, the Friends President was also present. Trustee Kara Ascutto and Jeff Banks, Borough Council member and liaison to the library board, were 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 2021, 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 13, 2021

Motion to accept the minutes: Jane

Seconded: Ken

Unanimous approval

** Welcome to Jenn Coppock-Heugel, returning trustee; sworn in by Ann Minski to fill Mary Everson's unexpired term that expires 12/31/2024; Jenn introduced herself.

Committee Reports

Building Committee – Project Update

Trustee Members: Ann Minski, Pat Plante

Library Building Project Updates / SHPO approval/Final layout / Timeline

Dan's Update:

- Status with the State Historic Preservation Office – official approval finally granted
- Final layout – architects and staff gave input; a few minor changes made
- Timeline –
 - ✓ FVHD would like official design sign-off from Borough and the Board
 - ✓ All future correspondence on project should be copied to Patricia Celardo, the new Borough CFO
 - ✓ Likely will move out of building by March 2022
 - ✓ Construction of new library building expected to be complete by spring 2024
 - ✓ What will new cost be?
- Dan – discussion of transition space
 - ✓ Lots of mixed messages regarding transition space
 - ✓ Still no clear feedback from the Borough Administration on transition options
 - ✓ Dan and Ann will reach out to Borough officials again

Fundraising/Finance/Advocacy/PR Committee– Building Fund/Capital Campaign

Trustee Members: Pat Plante, Jason Hagman, Kara Ascutto

- No report

Personnel Committee –

Trustee Members: Jane Frost-Guzzo, Jason Hagman

- Currently open 35.5 hours weekly
- Julia Mallia, a new part-time staff person, was hired, thanks to the Facebook Community Page announcement
- Saturdays 9:30am-1:00pm began October 2

Director's Report

- ✓ Transition planning – Updates (location, moving services, etc.)
- ✓ 2022 one-third 1/3 mil minimum: \$452,736 (up 4.87%/\$21,007) from 2021's amount of \$431,729
- ✓ Adult & Children's Services Report *(see attached)*
 - Jane again requested that dates of activities be included in the report

Professional Development/Meetings Attended

- ✓ LUCC Meeting – October 1

Old Business

- Website Redesign
- Meet with SPPL on a regular basis
- Possible 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
- Historic Commission / SPPL Partnership to redo Digital Archives

New Business

- Should future meetings be in-person, virtual, or hybrid? TBD closer to November 8th meeting.

Correspondence, Communications

- Report from Friends' President, Carol Campell
 - ✓ Book Sale at Forest Road Park was held September 23 – 26.; made \$12,200; lots of volunteers; on the final day, tables were moved outside, which received rave reviews. Next year's sale will probably be held a little later in the month.
- Open Meeting for Public Input - none

8:50 pm

Meeting Adjournment - Motion by Pat; second by Jason; unanimous approval
