

**Minutes from Library Board of Trustees Meeting**  
**Monday, October 17, 2022**

**CALL TO ORDER**

Ann Minski, Board President, called to order this meeting of the Fanwood Memorial Library Board of Trustees at 7:37 pm.

Those present were: Dan Weiss, Library Director, and Trustees Ann Minski, Jane Frost-Guzzo, Ken Sommer, Jenn Coppock-Huegel, Danielle Morris, and Philip Yap, the Board of Education representative.

Those absent were: Pat Plante, Jason Hagman, and Jeff Banks, Borough Council member and liaison to the Library Board.

Carol Campell, the Friends President was also in attendance.

Ann Minski stated, "This meeting was called pursuant to the provisions of the Open Public Meetings Act. Notice of this meeting was sent to the Union County Hawk (formerly The Times), Westfield, New Jersey; the Courier News, Bridgewater, New Jersey; The Star Ledger, Newark, New Jersey; and the Alternate Press (TAPInto.net). In addition, copies of this notice were posted on the bulletin board in the Municipal Building and filed in the Office of the Borough Clerk. Notices on the bulletin board have remained continuously posted. Proper notice having been given, the Secretary is directed to include this statement in the minutes of this meeting.

**APPROVAL OF MINUTES** from the Monday, September 12, 2022 meeting

Motion to accept the minutes: Ken

Seconded: Jane

Unanimous approval by the Board

**COMMITTEE REPORTS**

**Building Committee** – Project Update

Trustee Members: Ann Minski, Pat Plante

- See Director's report.

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

Trustee Members: Pat Plante, Jason Hagman, Danielle Morris

- Ann reached out to Mayor Mahr for assistance with fundraising. She is waiting to hear back.
- Fundraising ideas were discussed, but we need a plan to execute the ideas.
- Danielle sent an email with ideas to the committee.
- Jane presented New Providence's fundraising efforts from 2004.
- Jenn and Danielle will meet before the next meeting to outline a plan for fundraising.

**Personnel Committee** –

Trustee Members: Jane Frost-Guzzo, Jason Hagman, Ken Sommer

- No updates at this time.
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## **DIRECTOR'S REPORT**

### **Transition Planning**

Dan provided a timeline of tasks that need to be completed before/during the move. The plan is to open the train station library on November 9, 2022.

Tom Kranz and Dan crafted a press release regarding the transition from the current library building to the temporary train station location. The news will be sent out via the Borough's Friday email blast, the local newspapers and through library email lists. A suggestion was made to add it to the electronic marquee at the train station.

**Naming Opportunities** were discussed.

**Building Use Policy** was discussed. A committee was formed to create these policies: Jenn Coppock-Huegel, Ann Minski

### **LMxAC Updates**

- Transition to LMxAC still on track for November 2, 2022.
- The Board agreed that it would be a good idea to create a PR campaign around this transition so that Patrons will be aware of the significant enhancements that will be afforded to them by our membership in this consortium of libraries.
- The LMxAC membership meeting was on October 14, 2022.

### **Staffing**

- Dan interviewed 2 candidates. One candidate was hired but resigned soon after. The second candidate was no longer available when contacted.
- The position is now re-posted on the website.

### **Library Services Report**

- see attached

## **OLD BUSINESS**

### **Directors & Officers Liability and Errors & Omissions Coverage**

- The language is still unclear regarding the coverage of the Library Board of Trustees.
- The Board will ask the Borough Attorney to attend our next meeting for clarification.

### **Hours of Operation**

- To be determined after the move to the temporary train station location

## **NEW BUSINESS**

### **Fannywood Day Debrief**

- Ken asked guests if they had a library card. Some people wanted to apply right there. Can we do that next year?
- Residents seemed excited about Kanopy, our streaming service.
- Chelsea residents expressed the desire to go to the Library, but they can't get here. How can we get the library to them?

- We should wear something to identify ourselves as Board Trustees at events such as these.

### **Monthly Meetings - Start Time and Place**

- Earlier start times for Board meetings were discussed. A suggestion was made to start the meetings at 7:00 beginning in January 2023. The Board will vote on the change at the next meeting.
- Discussion of where the Board will meet when the Library moves to the train station.

### **Address of the temporary library**

- Dan will visit the Post Office tomorrow to make the change.

### **CORRESPONDENCE, COMMUNICATIONS**

#### **Report from Friends' Representative**

- CAROL CAMPBELL PROVIDED A REPORT - SEE ATTACHED

#### **Open Meeting for Public Input**

- No person spoke at this time

### **MEETING ADJOURNMENT**

Motion to adjourn: Jenn

Seconded: Ken

Unanimous approval by the Board

Meeting adjourned at 9:24PM

Respectfully submitted by Jenn Coppock-Huegel