

**Minutes from Library Board of Trustees Meeting**  
**Monday, September 22, 2015**

**Call to Order**

Sheldon Ross, Board President, called to order the special meeting of the Fanwood Memorial Library Board of Trustees at 7:35 PM. Those present were Dan Weiss, Sheldon Ross, Jenn Coppock-Huegel, Katherine Balch, Jane Frost-Guzzo, Phillip Yap, Ann Minski and Kathy Mitchell. Rich Szeto and Pat Plante were absent. Carol Campell from the Friends and Mandy Richards were also present.

Sheldon Ross 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 May 2015, 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 Last Meetings 6/3, 6/8, 6/29, 7/22

Motion to approve minutes

Motion: K. Balch

Seconded: J. Frost-Guzzo

Unanimous approval

**Director's Report**

**Staff Changes - Salary Adjustments**

Motion to go into closed session to discuss staff.

Motion: J. Frost-Guzzo

Seconded: A. Minski

Unanimous approval

Motion to close executive session

Motion: J.Coppock-Huegel

Seconded: K. Balch

Unanimous approval

Motion to accept recommendations for salary adjustments as presented

Motion: J. frost-Guzzo

Seconded: K. Balch

Unanimous approval

**FML Redesign - Resolution, Funding Strategies, Planning & Outreach**

Snapshots of proposed library usage were written. Dan spoke with Mayor Mahr and she asked for the "next steps" to be taken by the architect.

### **County Block Grant**

Paperwork is due in the beginning of December.

### **Mobile Tech Initiative Update and Policy Approval**

Progress has been made with money from the Friends. Apple products (4 iPads) were purchased with capital funds. Apple and Amazon gift cards were purchased with Friends funds. 3 Kindles and content were purchased.

There was a discussion of how to make patrons aware of the computer and tablet use policy. Changes were suggested to the wording of the policy. Suggestions were also made about how to manage the content and Internet access on the tablets. Another suggestion was made to consult a lawyer before publishing the user policy. Security measures were also discussed.

### **Purchase Order Signatures - Director/Board Treasurer**

Monica, the new bookkeeper has been working with the Borough employees to review Library paperwork and procedures. An issue of check signing in a timely manner came up. Should the Board appoint Dan to sign purchase orders? His signature is acceptable to Fred Tomkins pending Board approval. Discussion ensued. No decision was reached at this time. His signature could be authorized up to a certain limit (\$2,500?)

### **Library Table at Fannywood Day - volunteers**

Dan was able to obtain a table at Fannywood Day.

Mandy will set up the table.

Volunteers: Katherine, Jenn,

Magnets, library card sign-up, paper-cutting performer paid for by the Friends

### **Future e-initiatives**

e-Books – eLibraryNJ (Overdrive) Advantage program: \$1,000

Digital magazines (Zinio – Recorded Books; Flipster – Ebsco)

### **New Phone Installed**

Front desk area

### **LUCC Reception**

Tuesday, October 13, 2015

### **Financial Report**

See attached

### **Children's Department Report**

See attached

### **Statistics**

• ILL's: June: 5 received, 6 sent / July: 20 received, 7 sent / Aug: 14 received, 2 sent

- Items added June/July/Aug. 2015: Books/Books-on-Tape: 706 / DVDs: 40 / Periodicals: 257 (Total 1,003)
- Wifi (implemented May 27) June 1–Sept. 8: 483 distinct clients (161 avg. per month)

### **Old Business**

Staff evaluations  
Policy manual review

### **New Business**

Coordinated Library/Friends Public Relations (email, etc.)

New Library Cards / Swag

Meeting Room Use – charges

Two new guinea pigs are now living with our old favorite Brownie, they are Cinnamon Sugar Pancake and Coconut Marshmallow Cupcake.

### **Correspondence, Communication, Friends**

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

Little Free Library: Mayor Mahr has approved a library box for each of the town's parks. The Friends are working with town Scouts to buy, build and stock these libraries.

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

#### **Meeting Adjournment**

Meeting adjourned at 9:03 PM

Motion to approve: A. Minski

Seconded: K. Balch

Unanimous approval

Respectfully submitted,  
Jenn Coppock-Huegel, Secretary