

Minutes from Library Board of Trustees Meeting
Monday, September 13, 2021

Call to Order

Ann Minski, Board President, called to order this meeting of the Fanwood Memorial Library Board of Trustees at 7:32 pm. Those present were Dan Weiss, library director, and trustees Ann Minski, Mary Everson, Jane Frost-Guzzo, Phillip Yap, Kara Ascitutto, Jason Hagman, and Ken Sommer. Carol Campell, the Friends President, and Jeff Banks, Borough Council member and library liaison were also present. Pat Plante was 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, June 14, 2021

Motion to accept the minutes: Jane (with the correction of a name and wording)

Seconded: Kara

Unanimous approval

** Welcome to Ken Sommer, new trustee – introductions all around

** Mary Everson was thanked for her service on the board and her long dedication and support of the library as a trustee and a volunteer.

Committee Reports

Building Committee – Project Update

Trustee Members: Ann Minski, Pat Plante

Library Building Project Updates / State Historic Commission / Transition planning – Updates (location, moving services, etc.)

Dan's Update:

- Status with the State Historic Preservation Office –
 - ✓ Changes requested were submitted today to SHPO
 - ✓ Margaret Hickey and Tom Connolly, historical architects, were very helpful
 - ✓ We expect official approval from SHPO within two weeks; must be done by the end of September for the state grant to come through
- Dan – review of new exterior design changes:
 - ✓ outside color is "carmelized pear" to complement the colors of the train station
 - ✓ sections of copper roofs
 - ✓ windows will have white trim
 - ✓ Fanwood lamps outside; some additional green space around the building
 - ✓ interior of library will have some changes, but basic ideas remain
 - ✓ need a couple of more design meetings with FVHD architects to pin down the interior
- Timeline –
 - ✓ Interior design will be finalized soon
 - ✓ Bid documents will be developed by February
 - ✓ likely will move out of building into temporary space around March/April/May

- ✓ Construction of new library building expected to take 18 – 24 months with an early spring 2024 opening
- Discussion of interior design and various spaces
- Jeff asked why we hadn't talked to local historians about the design earlier on
 - ✓ at the time, we didn't know it would be an issue
 - ✓ the state's grant application did not make any mention of historical design concerns
- Dan – discussion of transition space
 - ✓ Trailer in Carriage Road Park is still be considered, but it is quite expensive (\$115,000 for a two year rental of a 24 feet by 60 feet trailer)
 - ✓ Dan will make another round of phone calls about possible local buildings that are currently empty, i.e., PNC Bank, Two Rivers Bank, Fanwood Grille
 - ✓ He will also talk to Mayor Mahr about these potential spaces
- Fanny Wood Day is coming up this Sunday –
 - ✓ Dan is asking for trustees to volunteer for at least 2 hours
 - ✓ also hoping there will be some architects' design boards for attendees from town to see
 - ✓ Carol said the Friends will bring some children's books to give away

Fundraising/Finance Committee – Building Fund/Capital Campaign

Trustee Members: Pat Plante, Jason Hagman

- Start in about a month when we have final drawings
- plan to get a video rendering/minute and a half video
- Combine with Advocacy/PR committee as we move forward

Advocacy/PR Committee – Project PR

Trustee Members: Mary Everson, Kara Ascitutto

- Project Press Release – on hold for now
- No report
- Will combine with Fundraising Committee

Personnel Committee –

Trustee Members: Jane Frost-Guzzo, Jason Hagman

- Children's librarian – still waiting to start search until we are closer to opening new building
- Short-staffed; Jill D'Ambrosio is a new hire; looking for another part-time staff member
 - in 2019 the library had 10 employees; now, 5 employees
 - Jason will work with Dan on advertising for new hires
- still open with reduced hours
- planning to open on Saturdays in October

Director's Report

- ✓ Transition planning – Updates (location, moving services, etc.)
- ✓ Flooding in the basement – nothing damaged
- ✓ Museum passes are now being managed here instead of a SPL; Single use tickets and passes have expiration dates
- ✓ Magazine subscriptions suspended for one year; digital magazines and e-books continuing Using Overdrive
- ✓ Adult & Children's Services Report *(see attached)*

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- busy summer of children's programming led by Meredith, Tammi, and Elizabeth
 - 15 – 20 children regularly attended programs
 - Jane suggested that dates of activities be included in the report

Professional Development/Meetings Attended

- ✓ LUCC Meeting – July 9
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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
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New Business

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Correspondence, Communications

- Report from Friends' President, Carol Campell
 - ✓ Friends supported the Summer Reading Club
 - ✓ Book Sale at Forest Road Park coming up September 23 – 26.
 - ✓ Book Sale might not raise as much money when the library is closed/in temporary space
 - ✓ Recognition for Carol for bringing on active, enthusiastic new members
 - Open Meeting for Public Input
 - Farewell to Mary, who will miss you all and always treasure her associations with the Fanwood Memorial Library.
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8:50 pm

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

* Form a broad-based **Advisory Committee** with Trustees, Friends, staff, Council, and public to address issues including, but not limited to:

final design input; PR; fundraising, etc.. Also, planning for building transition/closure: Determine alternate location(s); brainstorm what services we are able to make available; staffing; digital services; programs for kids, teens, adults; Summer Reading programming; etc.