

## Hillsdale Free Public Library

Board of Trustees

February 13, 2012

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*In attendance were: Barbara Braun, Marie Hanlon, Warren Harris, Joanne Miano, Guy Mulé, Allen Saslowsky, Gary Weir, Barbara Wertheim*

*Also present: David Franz, Director of the Library*

*Excused: Kathleen Scordato*

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Mr. Weir, Vice-President, called to order a meeting of the Trustees of the Free Public Library of Hillsdale, Bergen County, New Jersey. Notice of this meeting was transmitted to the newspaper of record, filed with the Borough Clerk, and posted on the Library's website and bulletin board, in accordance with the Open Public Meeting's Law.

The meeting was called to order at 7:32 PM. Corrections to the January minutes: Ms. Hanlon was present, she came late. The Board reviewed the January minutes. Ms. Braun made a motion to accept the January minutes, Mr. Mulé seconded. Unanimous vote of approval.

Public invited to speak: No one was present.

President's Report: Mr. Harris arrived late this evening.

Treasurer's Report: Mr. Mulé: The Library is fiscally sound. The Operating account has approximately \$26,000; the Reserve account has approximately \$30,000. Mr. Franz highlighted certain items in the budget for Ms. Miano's benefit.

Director's Report: Mr. Franz:

- ✚ Ms. Hanlon asked about the Woodcliff Lake family memberships thus far. Last month, the Board set a goal to register 100 families. For the month of January, 79 families had registered with the Hillsdale Library and for February thus far, Mr. Franz has an additional 10 families. Press releases have run each week in the local newspapers. Some neighboring libraries may be lowering their fee to compete with ours. If we reach 100 families, it would net \$17,000 which would go towards collection development. That was the part of the budget targeted for reduction to maintain service hours. Mr. Franz will monitor the impact Woodcliff Lake members have on circulation. Ms. Braun asked about insurance, maintenance and pensions. Mr. Mulé said that Englewood would be going from a budget of \$2.1 to approximately \$1.6 million. Our circulation exceeded theirs in 2011 on a budget of \$750,000. He felt that these highlights should be pointed out to our town council. The Hillsdale Town Council is very pleased with Mr. Franz's leadership, and he presents an honest and lean budget. But the town does have fiscal constraints which impact on services in the town, including the Library. Ms. Miano spoke about the Borough Budget Advisory Committee. Our insurance costs have greatly increased. Mr. Weir said that the Library has done extremely well within the lean, but well managed budget. The Annual Report will be sent to the Town Council which will show circulation rates of other libraries that have much higher annual budgets. Mr. Weir said that if a letter were to be sent to the Town Council that is public, it should be vetted first by the Library Board.

- # The carpet will be delivered shortly for the children's room. Movers will be here next Friday, after that the sheetrock will be replaced. Staff will aim to keep that room as accessible to the public as possible. Some books will be boxed for three weeks. The computers will be removed. The portable displays will be moved upstairs as will some furniture. Everything should be completed by March 14<sup>th</sup>. The Mayor was going to send the Borough Engineer to meet with Mr. Franz to discuss replacing the door facing the brook and patio.
- # Scout Troop 148 designed the t-shirt that Mr. Franz was wearing.
- # Mr. Franz spoke about certain publishers changing their policy on sales of ebooks to public library, i.e. Penguin Publishers. Mr. Franz further outlined the difficulties in developing a shared ebook collection among 74 independent libraries. The committee that Mr. Franz is serving on meets weekly to discuss these policies and long term development of a BCCLS ebook service.
- # Maker Space continues on Friday. Other activities included a Chocolate event and a Make-a-Donated Felt Hat. A number of links on the Library website have been updated.
- # The Financial Policies and Procedures have been updated. Mr. Franz added a line item for "audit". Additionally, there is a time line with key dates as per Ms. Braun's request. Mr. Harris moved to approve the Financial Policy, Mr. Mulé seconded. Unanimous vote of approval.
- # The photocopier contract is due for renewal. Jonathan DeJoseph contacted the Boro vendor; we are currently using ProCopy, Inc. Mr. Franz elaborated on specs. The lease agreement with ProCopy for five years at \$260. per month for black and white and color comes to \$700. less than what we are paying now. Mr. Weir made a proposal to accept this five year lease with ProCopy, Inc., Ms. Wertheim seconded. Unanimous vote of approval.

#### Goal Setting:

- # Mr. Weir spoke about the bricks as a fundraiser.
- # The suggested Woodcliff Lake membership "Open House" was reviewed. Ms. Wertheim asked if we still needed it given the sizable increased membership. Mr. Franz said that we will be shifting to new circulation software at the end of this year. Ms. Wertheim said that with the increased WL memberships, Cindy's 'Story Time' may need to be increased to accommodate more families. Mr. Weir suggested that we have some alternate parking if the lot was full. Mr. Franz has gotten permission for Yessler Way for major event days; he contacts the Police Dept. first. Additional parking is available on Maple Ave. or Hazelwood.
- # Ms. Hanlon spoke about the "blue and green acres" and FEMA.
- # Mr. Franz visited the Fifty Plus Club; he gave out at least 50 membership cards. Ms. Hanlon was very grateful for his presentation. A Fifty Plus meeting would be ideal at the Library, possibly on April 18<sup>th</sup>.
- # Imagipalooza is scheduled for April 22<sup>nd</sup>. National Library Week is the second week of April. There was discussion about a national event called "World Book Night", whereby publishers distribute books to individuals who give them away on one night. The Library is a distribution location.
- # Mr. Harris asked about volunteers to coordinate for the April Open House and Mr. Weir and Mr. Mulé have graciously volunteered.

*The Friends*: Ms. Hanlon asked about the feasibility of bringing in some authors to speak. She made some recommendations and Mr. Weir, on behalf of *The Friends*, will explore this further.

The next Library Board meeting will be on March 12, 2012. Mr. Mulé moved to adjourn the meeting, Mr. Weir seconded. The meeting officially adjourned at 8:52 PM.

Respectfully submitted,  
*Deirdre Danaher*  
Recording Secretary