

Hillsdale Free Public Library

Board of Trustees

November 11, 2013

In attendance were: Barbara Braun, Douglas Frank, Warren Harris, Joanne Miano, Guy Mulé, Allen Saslowsky, Kathleen Scordato, Barbara Wertheim

Also present: David Franz, Director of the Library

Excused: Robert Heyliger

Mr. Harris, 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. The Board reviewed the October minutes. Ms. Wertheim made a motion to accept the October minutes, Ms. Scordato seconded. Unanimous vote of approval.

Public invited to speak: No one was present.

President's Report: Mr. Harris: Mr. Harris will defer his comments to later in the meeting, with an emphasis on the budget. He thanked all members for submitting their reviews. He asked for volunteers to serve on the sub-committee to propose a slate of officers for 2014. Mr. Franz notified the Mayor about two members' terms of office that are expiring, and the Mayor will give this consideration. Additionally, Mr. Mulé has moved to Woodcliff Lake, so he may be vacating his position. He expressed his pleasure and great satisfaction in serving the Board for his term.

Treasurer's Report: Mr. Mulé: The Library is fiscally sound. The checks have been signed.

Director's Report: Mr. Franz:

- Mr. Franz is awaiting a quotation from a carpet vendor for the main floor where there is buckling by the photo copier due to water damage. The vendor is recommending replacement of the carpet in that area.
- An emergency electrician was called to inspect an apparently faulty switch in the Children's room during the summer. He did not have the knowledge to fix the switch at the time. Another electrician was able to fix the problem. The first company is now demanding payment for the visit. Board members recommended giving them partial payment for services rendered.
- An audit estimate from Lerch, Vinci & Higgins for \$3,800 is currently the lowest bid. This company audits many local libraries.
- Board members discussed whether to charge a nominal fee for instructional programs at the Library. Councilman Frank recommended that fees cover the costs of these programs. Ms. Wertheim asked about the length of various workshop series.

2014 Budget:

- Mr. Franz presented salaries and wages and an updated budget summary for the Board's review. Mr. Franz delineated suggested salary differentials. Borough employees are currently getting a 1.5% raise. Some are zero.

- The memberships reserve brought forward was revised to \$23,000 based on current renewals.
- Funding for ‘collections’ is being reduced by \$5,000.
- The database fee for BCCLS was shifted from State Aid to collections. \$4,477 from State Aid could be applied to other areas of the budget as needed.
- A 25% increase to the flood insurance was accounted for.
- Councilman Frank asked when the last time fines were increased for overdue items. Ms. Scordato asked what other libraries charge. Hillsdale’s fine structure is \$.10 a day for everything except for DVDs and videogames, which are \$1 per day. As circulation increased, so did fines revenue. Councilman Frank suggested increasing the fine by \$.05. Most fines come from overdue DVDs. Fines were never intended to be a revenue source, but rather to encourage patrons to return items on time. In the near future, our new system will automatically renew items up to a limit. Ms. Braun asked about non-returned books. Mr. Franz spoke about the varying return policies and charges from other BCCLS libraries. Netflix has cut into our DVD lending circulation. The policy for fines is pendant on the lending library. Mr. Franz will provide Board members with a cost analysis of fines at the next meeting.
- Mr. Harris made a motion to go into closed session, Ms. Braun seconded. The Library went into closed session to discuss the Director’s salary for the upcoming year. Ms. Scordato made a motion to go back into open session, Ms. Braun seconded. The Library resumed their open session.
- Mr. Franz distributed bookmarks designed by Hillsdale patrons.
- Councilman Frank said that Hillsdale does not have a ‘Welcome Wagon’. He will continue to address that at Borough Hall.
- Mr. Harris asked about the Woodcliff Lake Seniors and Mr. Franz will put out a press release about the WL membership fee.

The Friends: No *Friends* were present. *The Friends* received a \$3,500 matching gift from Moody’s which totaled a \$7,000 donation from one family. The TD Bank Affinity program will begin shortly.

The next Library Board meeting will be on December 9, 2013. Ms. Wertheim moved to adjourn the meeting, Mr. Frank seconded. The meeting officially adjourned at 8:56 PM.

Respectfully submitted,
Deirdre Danaher
 Recording Secretary