

## Hillsdale Free Public Library

Board of Trustees

October 21, 2013

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

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

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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 7:31 PM. The Board reviewed the September minutes. Ms. Braun made a motion to accept the September minutes, Mr. Saslowsky 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, including a discussion about the proposed budget, the Woodcliff Lake memberships and fundraising. He would like to have more promotion to the WL seniors about library memberships. Mr. Mulé said that he has not seen any publicity about the Hillsdale membership in Woodcliff Lake. Mr. Harris will speak with their council. Some board members suggested that this membership availability be publicized in the local newspapers. Ms. Braun asked if there is a WL Seniors' Club. There is a Senior Center at Tice's Corner and that would be a target audience. Mr. Harris will circulate a form for a review of the Library Director.

Treasurer's Report: Mr. Mulé: The Library is fiscally sound. He noted the 50% renewal rate from the Woodcliff Lake memberships. He complimented Mr. Franz on the budget draft, members concurred.

Director's Report: Mr. Franz:

- ✚ Mr. Franz said that there has been about a 50% renewal of Woodcliff Lake memberships. A letter was sent to the Woodcliff Lake Council but he never received an official letter back from them accepting our proposed membership fee. It was listed in their minutes and we would like to formalize that in our Library policy. Councilman Frank made a motion to approve that, Mr. Mulé seconded. Unanimous vote of approval. The Senior membership fee for a Woodcliff Lake resident 60 years and older will be \$250. Woodcliff Lake will reimburse \$200 and the out-of-pocket cost will be \$50.
- ✚ With the housing turnover rate in Hillsdale, a question was raised about how the Library welcomes new residents. Councilman Frank will talk with the borough administrator to see how to facilitate this.
- ✚ Mr. Franz presented a proposal from the Maplewood Library to join BCCLS. A majority(38) of the BCCLS members are needed to approve this contract. Ms. Braun made a motion to authorize Mr. Franz to sign in favor of accepting their new membership, Ms. Wertheim seconded. Unanimous vote of approval.
- ✚ Passport program: Mr. Franz solicited information from the NY passport office. He elaborated on the logistics, costs, personnel and time management. Given all of these constraints, he deemed that this program would not be feasible for our Library. Board

members were in agreement that it would not be practical. Only 5 Libraries out of 297 NJ Libraries offer this service and large libraries near us do not offer the service. Councilman Frank will explain the Board's considerations to the borough. Mr. Franz is very amenable to any other revenue generating ventures. Currently, the Library offers the following services free of charge: proctoring of tests, notary services, faxing and use of study rooms by tutors.

2014 Budget Proposal: Mr. Franz presented the budget and narrative, highlighting the municipal appropriations, operating budgets, and 1/3 mil of equalized values. We are saving \$4,000 – \$5,000 with the municipal joint cooperative for electricity costs. State Aid is \$4,700. Councilman Frank spoke about other borough staff raises of 0%, 1.5% and 2%. Mr. Franz delineated line item increases/decreases. The cost of the flood insurance was discussed and Mr. Franz explained about the flood doors. Our DPW is trained to deploy those doors if there was a flooding danger when the Library is closed at night and they have keys to the library. The 2014 premium is due in March. Ms. Braun asked about raising the deductible or lowering the coverage. Councilman Frank said he would speak with the insurance broker to obtain quotes. Mr. Franz recommended covering professional membership costs for Laura Leonard. Ms. Miano said that the Northvale Library was closed and we would be happy to accept memberships from their residents at the rate of \$275.

*The Friends*: No *Friends* were present.

The next Library Board meeting will be on November 11, 2013. Ms. Wertheim moved to adjourn the meeting, Mr. Mulé seconded. The meeting officially adjourned at 8:52 PM.

Respectfully submitted,  
*Deirdre Danaher*  
Recording Secretary