

Hillsdale Free Public Library

Board of Trustees

April 13, 2015

In attendance were: Barbara Braun, Douglas Frank, Marie Hanlon, Warren Harris, Robert Heyliger, Joanne Miano, Alan Saslowsky, Kathleen Scordato, Barbara Wertheim

Also present: David Franz, Director of the Library, Gary Weir (*The Friends*)

Excused:

Ms. Braun, 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 7:30 PM. The Board reviewed the March minutes. Ms. Hanlon made a motion to accept the March minutes, Ms. Wertheim seconded. Unanimous vote of approval.

Public invited to speak: The public was welcomed. A woman said that she had moved here a year ago and was very impressed with the programming at the library and in the region. Another woman concurred. Ms. Braun publically recognized David Franz and his staff for all of their programming and offerings to benefit the Hillsdale community and the library community at large.

The Friends: Mr. Weir represented *The Friends*. They were the sponsors of the Maker Faire prizes. Several winners and their parents were present to receive their awards and explain their entries. Mr. Weir stated that *The Friends* was proud to sponsor the prizes and thanked everyone for their support. Tonight's winners are being honored for their hard work at home, their entries and their ability to share their joy with the community. Mr. Franz presented a slide show of the recent Maker Faire. He presented certificates to the winners and Mr. Weir presented gift cards. Mr. Franz said that there were approximately 250 visitors to the Library that day for the event. The parents were equally appreciative of their children's recognitions – sharing with other people helps them to be inspired. 'Best in Show' was awarded to Nick Metz for his full nine hole mini-mini golf course made from recycled and common household materials. It took him three weeks to make. People were able to play it, keep score and it was very enjoyable. Pictures were taken of the winners for the local media.

Mr. Franz thanked Mr. Weir and *The Friends* for all that they do for the Library. *The Friends* would like to establish a Giving Tree for larger donors as a permanent display. It would also be a tie-in to the children's book, *The Giving Tree*. It would be located on the lower floor, on the wall opposite the children's reading room. Solicitations will be done through mailings and flyers. A motion was made to approve, Mr. Harris approved, Ms. Hanlon seconded. Unanimous vote of approval. Mr. Weir thanked everyone. He stated that there are openings on *The Friends* for a new membership Chair and a new Treasurer.

President's Report: Ms. Braun: Ms. Braun thanked all of the participants and said that there was a lot of energy and smiling faces! She said that the Maker Space Faire is wonderful for the community and is held as a model for other local libraries.

Treasurer's Report: Mr. Frank: The Library is fiscally sound. The budget will be introduced tomorrow to the borough council.

Director's Report: Mr. Franz:

- ✚ Mr. Franz sends out opportunities for education for Board members on a regular basis. The State Library made mandatory that board members attend a certain number of professional development sessions for trustees, equating a mandated threshold of hours. Mr. Frank attended one in Livingston; he said that their Library meeting room was magnificent. Seven (7) hours per year collectively are mandated or we lose the NJ State funding of \$4,000. Mr. Frank said that the workshop was very worthwhile. He read from a list of the top 10 things Library Trustees are doing and the Hillsdale Library is right up there, hitting all of those points. There is a workshop on May 13th in Secaucus. Mr. Harris said that one always learns something from attending these trainings and you learn from other trustees. Ms. Hanlon toured two libraries while in Florida. The Trustees Institute is also worthwhile and there are courses on-line.
- ✚ Mr. Franz reviewed the Annual Report with the board members. Mr. Harris said that it was very enjoyable to read, and noted the clever way of bringing the community into it via the use of users on a town Google map. Mr. Frank suggested that Mr. Franz and Ms. Braun present the Annual Report to the Council and its ties to building a strong relationship with the Council.
- ✚ The Maker Space Wednesdays will be concluding and will resume in the Fall.
- ✚ The Pascack Pioneers put up a special display on the main floor to promote robotics for children and explain to the community how robots work and encourage younger children to get involved. They took photos of their display and sent them to their regional directors.
- ✚ The Sun Dial Club has been in existence since the 1920's. They maintain the planter on the patio. Their gardening display is currently featured in the exhibit cases. The Library houses their scrapbooks.
- ✚ On May 16th, the Hudson Valley Woodturners will return. A picture from their workshop last year graces the cover of this year's Library Annual Report.
- ✚ Laura will be the program co-chair for the New Jersey Library Association conference next year. Mr. Franz will participate in some of the Maker Space Roundtable discussions at this year's conference.
- ✚ There are 17 fire extinguishers throughout the building.
- ✚ Ms. Danaher suggested acquiring a defibrillator and Mr. Franz will look into acquiring one.
- ✚ Elevator status: Mr. Franz took the trustees to see the elevator parts being replaced or repaired. The Library has been out of service since November 13th. Zurich Insurance, on behalf of the Bergen Joint Insurance Fund, sent an appraiser last week. Our policy specifically excludes corrosion. The flood insurance policy administered by Selective will also be pursued. DPW cleaned out any remaining oil in the pit; there was no water. The engineers were trying to determine where the water was pumped out to. It discharges into the brook, but there is an automatic shut off when a sensor detects oil. The 2nd phase of the project will be the actual repair of the elevator. There was no evidence of soil contamination. The Trustees looked at the pipes and the elevator pit. Mr. Frank strongly encouraged the town council to appropriate the monies and to draw up an approved PO for the parts replacement. ThyssenKrupp is anxious to begin Phase 2.
- ✚ Mr. Franz distributed the final audit by Garbarini and Co, P.C. He asked board members to review it.

Policy review:

Library cards:

- ✚ Ms. Braun suggested putting a link to BCCLS under facilities.
- ✚ The Warren County Library contacted our Library regarding courtesy cards for emergency services because they read our policy and we also offer a library card to people who work in Hillsdale.
- ✚ A motion was made to retain the Library Card policy as is. Mr. Frank approved, Ms. Wertheim seconded. Unanimous vote of approval.

Fines and charges:

- ✚ Policies vary from library to library. Some patrons will replace the item with a new copy, but it becomes problematic if the replacement is not a new copy. Mr. Harris pointed out that our policy does not state 'new'. Mr. Franz recommended letting the policy remain. A replacement is at the 'discretion of the Library Director'. Ms. Hanlon made a motion to approve, Mr. Frank seconded. Unanimous vote of approval.

New Business:

- ✚ Ms. Miano is waiting for Chico's Corporate to get back to her to approve the sales week to benefit the Library. 10% of sales would be donated to *The Friends*. It could be promoted on the list serve, the front yard sign, in newspapers and on bookmarks.
- ✚ Financial disclosure forms are due at the end of April (it opened April 1st) and can be completed on-line.
- ✚ Mr. Franz informed the Board that he has on occasion permitted residents to park in the parking lot overnight due to driveway resurfacing, guests, or other short duration (1-2 evenings). He received another request from a neighbor for a commercial van which might be parked overnight. A brief discussion ensued. Stonybook apparently does charge a fee for overnight parking. As it appears the neighbor no longer requires the lot for overnight parking, the Board concurred that the Director has discretion for short term requests.

The next Library Board meeting will be on May 11, 2015. Ms. Hanlon moved to adjourn the meeting, Mr. Harris seconded. The meeting officially adjourned at 8:59 PM.

Respectfully submitted,
Deirdre Danaher
Recording Secretary