

## Hillsdale Free Public Library

**Board of Trustees**

**December 14, 2015**

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*In attendance were: Barbara Braun, Marie Hanlon, Warren Harris, Robert Heyliger, Chris Looes, Joanne Miano, Allen Saslowsky, Kathleen Scordato, Barbara Wertheim*

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

*Excused: Douglas Frank*

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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 7:32 PM. The Board reviewed the November minutes. Ms. Hanlon made a motion to accept the November minutes, Mr. Saslowsky seconded. Unanimous vote of approval.

Public invited to speak: No one was present.

President's Report: Ms. Braun:

- ✓ She will be sending the Director's Review template to all Board members and asked that it be returned to her one week prior to the January 11, 2016 meeting. She asked for members to serve on the nominating committee. Mr. Heyliger, Ms. Scordato and Ms. Braun volunteered. The entire slate of officers are available. An officer may serve a maximum of three consecutive years.
- ✓ Review of the five year strategic plan is needed; Mr. Franz will highlight sections that have been done or not done for potential consideration.
- ✓ The Borough property adjoining the Library has interesting potential.

Treasurer's Report: Mr. Franz spoke on Mr. Frank's behalf: The Library is fiscally sound. Gas bills are lower due to the continuing warm weather. An additional 5-6 Woodcliff Lake memberships have come in. The savings for gas and electric have offset the maintenance expenditures.

Director's Report: Mr. Franz:

- ✓ A birch tree near the driveway was removed within the last two weeks.
- ✓ The Borough Holiday party is tomorrow and the Library will be closed at 3:30 PM to allow staff to attend.
- ✓ Mr. Franz distributed the Library budget: The circulation report showed comparison figures from 2003-2015. There was a strong correlation between an increased budget for collections development and increased circulation. Fiction is twice the non-fiction circulation. We have added 5,800 items this year. In spite of the drop in circulation Hillsdale remains a top performer within BCCLS.
- ✓ A bid for auditing services from Garbarini was received with a locked-in rate for three years. A motion was made to approve this contract by Mr. Heyliger, seconded by Ms. Wertheim. Unanimous vote of approval.

- ✓ ThyssenKrupp agreed a put in the appropriate language as required by the Bergen JIF. They will forward a certificate of insurance upon approval of the contract.
- ✓ A motion to approve the elevator contract was made by Mr. Harris, seconded by Ms. Wertheim. Unanimous vote of approval.
- ✓ The 2016 meeting dates were distributed.
- ✓ AED defibrillator: The Hillsdale Chief of Police is purchasing this item for the Library and Library staff will be trained in its use. Ms. Looes said that it had a safety design feature so that it could still be used even if one didn't have prior training.

*The Friends*: No one was present. Mr. Weir met with Mr. Franz earlier today and *The Friends* approved monies to put fencing around the Library garbage containers.

New Business:

- ✓ Mr. Franz distributed a sample insurance requirement policy. He suggested that all individuals requesting use of the meeting room sign a hold harmless agreement. Additionally, Mr. Franz suggested that some groups would need to provide their own certificates of insurance. Board members were asked to read the entire insurance requirement policy and a discussion on this will be held at the January meeting. Ms. Braun asked would this new policy jeopardize certain groups coming in. Mr. Heyliger asked about any liabilities for the Maker Faire. Ms. Looes said that there could be blanket policies with certain exceptions. On a case by case basis, identify which groups would or would not need to produce an insurance policy. One exception would be the Senior Cinema as it is Library sponsored, therefore not needing an insurance requirement.
- ✓ Ms. Braun highlighted the many contributions Mr. Frank has made to the Library, especially with regard to expediting the repair of the elevator and she thanked him for what he has done to date.

The next Library Board meeting will be on January 11, 2016. Mr. Harris moved to adjourn the meeting, Ms. Miano seconded. The meeting officially adjourned at 8:10 PM.

Respectfully submitted,  
*Deirdre Danaher*  
Recording Secretary