

Hillsdale Free Public Library

Board of Trustees

June 8, 2015

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

Also present: David Franz, Director of the Library, Chris Looes, Liaison to Borough Council

Excused: Joanne Miano

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 May minutes. Ms. Scordato made a motion to accept the May minutes, Mr. Frank seconded. Unanimous vote of approval.

Public invited to speak: No one was present.

President's Report: Ms. Braun:

- Ms. Braun welcomed Ms. Looes as the Council Liaison.
- Donations are coming in daily for the June 13th book sale which will be held from 10 AM – 5 PM. Volunteers will be assisting.
- Ms. Braun gratefully acknowledged Mr. Franz and the staff for the myriad of activities offered here at the Library. Hillsdale spent 64% of its 2014 budget on personnel while the BCCLS system's average was over 78%. He efficiently manages the fiscal and staffing resources. Mr. Franz serves on a number of committees; the Library benefits from the knowledge that he gleans from his participation. A number of operational policies are in place and Mr. Franz and the staff handle them with professionalism.
- The next Board meeting is tentatively scheduled for July 13th.
- Hillsdale Day will be held at Stonybrook Pool on Sept. 12th; the Library will have a table staffed by some Board members.

Treasurer's Report: Mr. Frank: The Library is fiscally sound. The surplus from 2014 is in the bank. The elevator repair expenditure was appropriated from the reserve account in the amount of \$34,836. The reimbursement from the Borough will be in the early fall. Mr. Heyliger made a motion to appropriate monies for the second check of \$17,464 from the reserve account. Seconded by Mr. Saslowsky. Unanimously approved.

Director's Report: Mr. Franz:

- Ms. Braun asked for an update on the Woodcliff Lake memberships. In comparison to this time last year, we are a little ahead.
- Mr. Franz has had positive meetings thus far with Michael Kaufmann, the new Borough CFO.
- Mr. Franz requested salary ordinance guidance from John Ruocco, Council Finance Chair, in the fall. We need to coordinate this with the town. It will be retroactive. Staff have not received increases yet this year.
- BCCLS Reciprocity Task Force – Mr. Franz is meeting with them tomorrow. 33% of borrowing across BCCLS comes from other libraries, not the patron's home library. Hillsdale fulfills 67% of

its own patron's requests from its collection. Mr. Franz discussed statistics applicable to the fine structures across the 77 BCCLS libraries. He also analyzed fines waived. Across the system, 38% of fines are waived. Hillsdale averages 28% of all fines waived.

- There was a shooting at the Lyndhurst Library last month. Mr. Franz attended a recent training about active shooter safety precautions and will share this information with the staff and reexamine safety protocols. We don't have a silent alarm that links to the police station. There is a chime button at the Children's desk that links upstairs to the main desk. Mr. Franz will speak with the Police Chief to see about a silent link to the police station. There are daily police patrols at the Library.
- The yoga classes have been very successful. The instructor offered to hold summer classes outside on the grass, but that request was denied for safety reasons. Classes will resume in Sept.
- There is a small leak in the boiler during the summer, it appears to self-seal in the winter. It was installed sometime after Hurricane Floyd around 2000. It is not covered by the Direct Energy program, being deemed too large, 900,000 BTU. Mr. Franz has requested three bids from companies under state contract.
- Mr. Franz received a bid from Automatic Suppression & Alarm Systems to replace the fire alarm control panel. The unit had an electrical shortage. The price to perform this work would be approximately \$4,630. A bid was also submitted from Global Protection Systems. Currently, we are under a 'fire watch'. Automatic could do the installation/programming immediately. There are monies available in the maintenance line administered by the Borough. A motion to approve the bid from Automatic Suppression was made by Mr. Harris, seconded by Ms. Braun. Unanimous vote of approval.
- The by-laws were changed in 2004 and need to be re-examined. The provision for email voting appears to be in conflict with the Open Public Meetings Act.
- The Board conducted a 'de novo' action to re-confirm the approval of funding to repair the Library elevator. The motion was to agree to use the Library's own funds to finance the cost of the elevator repair with the town reimbursing the Library in the fall. A motion to approve this expenditure was made by Mr. Heyliger, seconded by Mr. Frank. Unanimous vote of approval.
- Mr. Franz distributed the Hillsdale Library Privacy Policy. The policy refers to the Patriot Act parts of which expired at the end of May 2015. All of the computers have 'De-Freeze' installed that daily wipes the computer users' histories. Mr. Harris recommended that any subpoena that the Library receives be referred to the Borough attorney for review. Ms. Braun recommended that the 'age of 10' under procedures be also reviewed by Borough counsel. The last paragraph needs revisions as well. Mr. Franz will make revisions after consulting with town counsel and share with the board at the Sept. meeting.

The Friends: No one was present. This will be the 8th year of the Summer Film Series, thanks to their generous support.

New Business: The by-laws will be reviewed in September. The Open Public Meeting Act policy will also be reviewed. The Wireless Usage Policy will be reviewed in Oct. The State Library is now requesting libraries capture its wireless service metrics, so Mr. Franz will be exploring new software and hardware to control and measure the bandwidth and wireless usage by patrons.

If necessary, the next Library Board meeting will be on July 13, 2015. Ms. Hanlon moved to adjourn the meeting, Mr. Frank seconded. The meeting officially adjourned at 8:56 PM.

Respectfully submitted,
Deirdre Danaher
Recording Secretary