

## Hillsdale Free Public Library

Board of Trustees

November 21, 2015

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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 Council

Excused: Joanne Miano, Marie Hanlon

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

Public invited to speak: No one was present.

President's Report: Ms. Braun: Ms. Braun spoke about the library's contribution of a movie to the Borough's Halloween event. If the event is held next year the library may be able to participate in other ways. Other comments were deferred to the rest of the meeting.

Treasurer's Report: Mr. Frank: The Library is fiscally sound. We are up \$7,500 in Woodcliff Lake revenues and we are receiving our Borough reimbursements. Through the end of October, we have approximately \$121,000 left of our \$634,000 budget. Cash reserves are fine. To note, in the Director's Report, the NJ Cash Management and the Reserve account figures are reversed.

Director's Report: Mr. Franz:

- He ordered a replacement part for the children's bathroom toilet. There are a few lighting issues.
- There was a very successful *Friends* meeting and they will be funding several initiatives. The children's public computers will be replaced. The public computers will be upgraded to Office 2016. Additional security cameras will be added. Some may be replaced.
- We received three new tables and 12 new chairs. Kathryn Ennist assisted with set-up.
- Mr. Franz replaced staff monitors to improve contrast and visibility.
- Behavior of the teens has improved over the last month.
- Mr. Franz has spoken with the Chief of Police about a panic button and is looking into logistics and costs.
- Direct Install Program: Mr. Franz spoke with Lyme Energy. There will have to be a new survey of the building and we may receive a report back in early December. It is a 30/70 program; we would pay the 30%. The PSE&G program spreads the payments over a period of three years.
- Mr. Franz is looking into the flood insurance plan and premium. The flood deductible must be kept in reserve. The policy rolls over in April.
- There has been no new information on the Hewitt Estate bequest.
- We are spending about 30% less on collection development over the past several years.

- The 2016 Budget was addressed. Due primarily to changes in staff the overall budget is \$708,911.
- The budget was prepared with 2% raises for staff. Mr. Franz requested permission to adjust the rate for one of the part-time assistants who had taken on additional responsibility. Annualized the difference is about \$300. Mr. Harris made a motion to approve the adjustment. Seconded by Mr. Heyliger. Unanimously approved.
- A motion was made to move this budget to the Borough. Ms. Wertheim made a motion to approve that proposal, seconded by Mr. Harris. Unanimously approved.
- Mr. Franz ordered new signage from the DPW regarding parking, skate boarding, etc.
- Our exterior cameras and the computer that is recording that video is ten years old, so Mr. Franz will be ordering new equipment.
- Kathryn Ennist is excited to be here and is easing into her new role.

*The Friends:* No one was present. Ms. Hahn is interested in facilitating the programming for *The Friends*.

New Business:

Ms. Braun is seeking volunteers to discuss what can be done with the additional property alongside the brook. It is not library property, but is now owned by the Borough. A discussion ensued as to a possible path with floral plantings, perhaps a beautification project. Ms. Wertheim suggested following the protocols used to develop the Sapienza Gardens. Ms. Braun suggested opening it up to the community for their ideas. Mr. Heyliger asked if there are any restrictions due to the area being in the flood plain.

The next Library Board meeting will be on December 14, 2015. Mr. Saslowsky moved to adjourn the meeting, Ms. Braun seconded. The meeting officially adjourned at 8:12 PM.

Respectfully submitted,  
*Deirdre Danaher*  
Recording Secretary