

## Hillsdale Free Public Library

**Board of Trustees**

**December 12, 2016**

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*In attendance were: Barbara Braun, Mayor Douglas Frank, Marie Hanlon, Warren Harris, Robert Heyliger, Zoltan Horvath, Joanne Miano, Barbara Wertheim*

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

*Excused: Allen Saslowsky, Kathleen Scordato, Abby Lundy liaison to Council*

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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. Mr. Horvath made a motion to accept the November minutes, Ms. Hanlon seconded. Unanimous vote of approval.

Public invited to speak: No one was present.

President's Report: Ms. Braun

- ✚ She thanked all of the Trustees profusely for their dedicated support over the past three years. She asked for volunteers for the Board of Trustees nominating committee: Mr. Heyliger, Mr. Horvath and Mr. Harris graciously volunteered.
- ✚ There are term limits for officers (3 year limit)
- ✚ Joanne Miano and Warren Harris' 5 year terms are up.
- ✚ Ms. Braun stated that the Board needs to focus on the 5 Year Strategic Plan and get that completed.
- ✚ The other goal is to get input from town residents via focus groups, surveys.
- ✚ Ms. Hanlon is bringing her Seniors for a library tour the last week of May. Ms. Hanlon asked Ms. Braun if she would like to join a Seniors' meeting to solicit their feedback and she readily agreed.
- ✚ She thanked Mr. Franz for his long and enthusiastic 'haircut' fundraising campaign.

Treasurer's Report: Ms. Miano:

The Library is fiscally sound. Our WL memberships are ahead of budget. Additional Borough cash support of \$10,000 built into our budget is shifting savings from the flood insurance deductible to collection development. Mr. Frank asked about the surplus and that will be registered in early 2017. It will appear as the Borough's previous year balance. It becomes part of the next year's operating budget with approval of the Board. The Library could put some monies in reserve towards capital projects.

Director's Report: Mr. Franz:

- Oritani Bank is giving interest to the Borough and Mr. Franz is going to inquire about interest. We get .05% from NJ Cash Management, however reserves may be applied toward capital projects.
- We still qualify for the Lime Energy \$24,000 electrical upgrades, primarily LED lights and smart switches (our portion would be \$8,000, paid over 3 years). The fluorescent ballasts tend

to buzz every once in a while. Long term, it will save on light bulbs, electrician visits, and it will reduce our overall electric utility costs. There is corrosion and a pinhole leak at the bottom of the boiler. It was installed in 2001. The Library has a Federal classification of Public Assembly Halls – the boiler depends on that classification/size for the Lime Energy program and as such, our boiler doesn't qualify now. The boiler must be classified under the Federal schedule.

- Kathryn is gaining more shelving space for the Teen collection. The paperback collection will be moved to the Main floor and possibly expand the large print collection. The old strategic plan called for a simplification of the non-fiction classification; Mr. Franz is trying to revamp it to a more manageable 2 - 3 digits.
- He received an email from James Keebler (Piscataway Library). Mr. Keebler was a past President of NJLA. Mr. Franz was asked to run for the NJLA Executive Board. Mr. Franz is finishing his four years with the BCCLS Executive Board. It would be a 3 year commitment and a meeting once per month away from the library. All Library Trustees were in full support of Mr. Franz's decision. Ms. Braun said that he would have access to a wider audience of Library Directors, and trends at NJLA. She further noted that what he would bring back from these meetings would be more valuable to our library.
- Meeting dates for 2017 are January 9<sup>th</sup>, Feb. 13<sup>th</sup>, March 13<sup>th</sup>, April 17<sup>th</sup>, May 8<sup>th</sup>, June 12<sup>th</sup>, July 10<sup>th</sup>, Aug. 14<sup>th</sup>, Sept. 11<sup>th</sup>, Oct. 16<sup>th</sup>, Nov. 13<sup>th</sup>, Dec. 11<sup>th</sup>.
- The Reading Challenge did not have as much participation as he had hoped for. Ms. Wertheim said that it might be that individuals are not as likely to record their reading habits.
- \$1,000 State Library award: A suggestion was offered to create stations around the library that offer mind challenges, sort of a "mind training circuit" - Marbles in the mall has a lot of table puzzles. The puzzle table has been popular. Other considerations were to spend a portion of it on the Maker Space and chess sets. Mr. Franz would like to encourage a chess club to meet here.
- Trustees had an ongoing discussion regarding the 'blue acre' property behind the library parking lot. Considerations included putting some park benches in there; it is open space that you cannot build on, but it can be used as open space. There will be a pedestrian walkway coming through Park Ridge and Woodcliff Lake and terminate possibly at the dam and the bridge on Hillsdale Ave.
- Mr. Franz extended the offer to Mr. Jankowski to display his model ship for 6 months and Mr. Jankowski will get back to Mr. Franz.
- Survey: Mr. Horvath said the survey was good. Ms. Braun said that the questions were helpful in learning about the library if one doesn't use it. She suggested broadening the distribution list through other venues – i.e. the schools. There are 1,200 on the distribution list. Facebook posts can be shared easily. Handouts, bookmarks, the newspapers, the electronic board, and the "sign" will also be used to promote the survey. Mr. Horvath said we need to target new users. The survey notifies people that the library offers certain services that they might not have known were available. Mr. Heyliger said we have to look for 'value added' at the library. Mr. Franz values his staff; they are well-versed. Mr. Frank asked about author talks like Q and A on C-Span. Mr. Heyliger suggested bringing in the creators of Dora the Explorer who grew up in Hillsdale. The Grateful Dead evening was very successful. Ms. Braun asked if we did anything to invite those attendees to explore the library. Mr. Horvath suggested adding a question, "Do you have an expertise that you would like to share with the library and town?" This discussion will be continued in the January meeting.

## **Policy Reviews**

Five Year Strategic Plan: To be discussed at the next meeting.

New Business: No new business.

*The Friends:* No one was present. The Barnes & Noble event took place at the Paramus store as well as on-line. It was advertised. The in-store sales were \$1,500 with 42 purchases, netting the Hillsdale Library \$232. Online sales were not yet available. There will be a mailing from *The Friends* in February or March. They normally receive \$3,000 - \$5,000 in donations. *The Friends* have a non-profit designation from the Post Office, so all of their mailings are done in-house. Their volunteers and some Library staff do the newsletter folding. It goes to Postal Patron. The mailing costs about \$350.

Mr. Franz thanked everyone for their wonderful year of service to the Library.

The next Library Board meeting will be on January 9, 2017. Mr. Horvath moved to adjourn the meeting, seconded by Ms. Wertheim. The meeting officially adjourned at 8:32 PM.

Respectfully submitted,  
*Deirdre Danaher*  
Recording Secretary