

Hillsdale Free Public Library

Board of Trustees

January 11, 2016

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

Also present: David Franz, Director of the Library; Abby Lundy, Councilwoman and Liaison

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 7:31 PM. The Board reviewed the December minutes. Ms. Wertheim made a motion to accept the December minutes, Mr. Harris seconded. Unanimous vote of approval.

Public invited to speak: No one was present.

President's Report: Ms. Braun:

- ❖ Ms. Braun welcomed Mr. Zoltan Horvath as new Trustee, and Ms. Abby Lundy, Council Liaison. All Trustees introduced themselves. Ms. Braun said that Mr. Franz will keep our new members abreast of trustee training and other opportunities offered from BCCLS. Mr. Franz briefly explained what the umbrella organization, BCCLS, (Bergen County Cooperative Library System), is. Mr. Harris said that shared services afford a greater good.
- ❖ Ms. Braun spoke about the general monthly Agendas, policy reviews remaining and the five year Strategic Plan. She also stated that the finances will have implications for our five year strategic planning. Ms. Braun suggested that we begin with some of the simpler policies to gain traction. Everyone was in agreement to examine the Unattended Children's Policy and the Museum Passes.
- ❖ Ms. Braun will contact Chris Statile, Borough Engineer, to discuss ideas for the use of the property in the back of the parking lot alongside the brook.
- ❖ Ms. Braun thanked those that submitted the Director's review and encouraged others to send completed reviews to her.
- ❖ Ms. Braun suggested that whenever Mr. Franz needs to present to the Borough Council or the Finance Committee, he would always have the back up support from our Trustees.

Mr. Franz: In 2011, a comprehensive survey was conducted within the community; 250 residents responded. Mr. Franz would like to conduct a new one and then incorporate those suggestions into the new strategic plan.

Treasurer's Report: Mr. Franz: Ms. Miano has signed all of the checks. We await the remainder of our budget support from the Borough. Closing out 2015, we ended with \$6,800 more than budgeted from Woodcliff Lake memberships. Our repairs were more costly but we saved with lowered gas and electric utilities. We charged out our NJ State aid. *The Friends* will be writing a check for the balance of what they funded last year and we are bringing forward \$8,000 to this fiscal year.

The Finance meeting with the borough will take place shortly, possibly in February.

Director's Report: Mr. Franz:

- ❖ This year is the 80th anniversary of the Library, January 27 is the anniversary. As a possible fundraiser, Mr. Franz proposed a relay event in conjunction with Hillsdale Day over a 24 hour period that would benefit the Library and the Police Dept.
- ❖ There are 17 Library policies; some have been recently reviewed, some still need to be reviewed such as the Internet Usage, Unattended Children, Emergency Evacuation Plan, Personnel, Finance (minor adjustments).
- ❖ Currently, there are four operational security cameras.

Mr. Heyliger, Ms. Braun and Ms. Wertheim met and proposed the slate of officers for the Board of Trustees for 2016:

- Ms. Barbara Braun for President
- Mr. Warren Harris for Vice-President
- Ms. Barbara Wertheim for Corresponding Secretary
- Ms. Joanne Miano for Treasurer

Ms. Hanlon made a motion to approve this proposed slate of officers for 2016, Mr. Heyliger seconded. Unanimous vote of approval.

Mr. Franz:

- ❖ He received word that a disbursement from the Robert Hewitt estate for approximately \$25,000 is forthcoming.
- ❖ He called Lime Energy and will send our account number to PSE&G to ensure that we qualify for the 70/30 energy program. They will do a complete energy audit of the building. Ms. Hanlon asked about solar panels; they probably would not be appropriate for this building due to the weight of the panels and the age of the building. We don't have a formal HVAC contract. Issues are handled case by case. DPW replaces filters. JT& Sons will be looking at our dampers and thermostat sensors. He will have the annual report ready for the February or March meeting. The refrigerator in the kitchen stopped working so Mr. Franz will be purchasing a new one. Ms. Hanlon requested a paper towel dispenser also for the kitchen. Ms. Scordato said that PSE&G offers an energy rebate program and they will come and pick up the old refrigerator and give the Library a check for \$50. Mr. Horvath said that he gets a Veterans discount at Home Depot and he could purchase the refrigerator. Mr. Franz will do some price comparisons.
- ❖ The Library staff is very excited about the new Reading Challenge. The concept originated during a discussion with Kathryn. Mr. Franz distributed lovely die cut bookmarks to the Trustees made by the staff.
- ❖ He distributed the Strategic Plan and asked the Trustees to read it at their leisure. One question discussed is why some town residents don't use the Library.
- ❖ Mr. Franz has been asked to be the Chairman of the BCCLS Strategic Plan Committee. One item for consideration is the variability of fine structures among the 77 Libraries. About 30% of items that Hillsdale residents borrow come from other Libraries. There is a lot of confusion at the various library circulation desks. The library where a book/DVD etc. is returned to gets to keep that levied fine. Hillsdale has benefited from this structure. The cost incurred is the staff cost with sorting and sending. NJ State pays for three days of deliveries; BCCLS pays for the other two. We need to tweak the algorithm to flatten the rates. Ms. Braun said that the public occasionally berates staff over overdue fines. There are benefits to a group effort system wide, doing things through BCCLS, pooling resources

for a greater impact of marketing. For example, with media ads, there would be an advantage with a large numbers of Libraries contributing funding resulting in larger ads, wider audiences. Mr. Horvath asked about the differences between the BCCLS website and the Hillsdale website. Other shared services are Zinio, eBooks initiatives, Hoopla and overall borrowing.

- ❖ BCCLS has a \$3 million annual budget. It has been reluctant to do fundraising for its own purposes. Libraries that have large corporations in their town do reach out to them for donations. Mr. Franz said that, conversely, large corporations might be more likely to give to BCCLS directly which would benefit all of the BCCLS libraries.
- ❖ Mr. Horvath asked about passport processing. This was investigated a few years ago. There are costs associated with it. Hillsdale was unable to qualify because other nearby libraries were already offering the service. However, we do offer notary services free of charge and Mr. Franz said that he always encourages patrons to donate if they would like to.
- ❖ We have a donation box next to the fax machine and we have gotten a nice donation amount over the past year.
- ❖ Ms. Braun said that Mr. Franz's role as Chairperson of the BCCLS Strategic Plan Committee will keep us all informed of the latest trends.

Policy discussion on insurance: We have a meeting room policy and we have never insisted that groups using the room present an insurance policy or a hold harmless policy. The joint insurance fund is recommending that we follow their guidelines about outside groups using the meeting room. Mr. Franz said we could amend our policy to require all groups using the room to sign a hold harmless agreement. For groups that potentially would be using the room, and would have an event that potentially could cause harm to someone, Mr. Harris said that certificates of insurance are fine, but it is for information purposes only; there really is no guarantee of coverage. Mr. Horvath said one could bring a homeowners insurance policy with a rider. Ms. Braun asked what percentage of the groups using the room already have insurance policies. The Boy and Girl Scouts already have a national policy. Mr. Harris said that a hold harmless policy would offer some measure of protection. The insurance coverage requests may discourage some people. Mr. Franz said that we have latitude in this. Ms. Braun asked all Trustees to continue to review the policy and consider tonight's discussion. On Friday, March 4th, there will be a cover band concert of the Grateful Dead here, in honor of their 50th anniversary of the band. NJ Makers Day will be on Saturday, March 19. The Woodturners Club will be returning in the summer. Ms. Wertheim asked if yoga is returning and it will return in April with Andrea Collier.

The Friends: No one was present.

New Business: Mr. Horvath discussed the library's archive of old photos and suggested tying it into a picture book in conjunction with the renovation of the Hillsdale Train Station. Captain Sean Smith is also involved in its development.

The next Library Board meeting will be on February 8, 2016. Mr. Harris moved to adjourn the meeting, Ms. Hanlon seconded. The meeting officially adjourned at 8:53 PM.

Respectfully submitted,
Deirdre Danaher
Recording Secretary