

## Hillsdale Free Public Library

Board of Trustees

December 10, 2012

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*In attendance were: Barbara Braun, Marie Hanlon, Warren Harris, Joanne Miano, Guy Mulé, Alan Saslowsky, Barbara Wertheim, Kathleen Scordato*

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

*Excused: Gary Weir*

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Mr. Harris, 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 7:33 PM. The Board reviewed the November minutes. Mr. Saslowsky made a motion to accept the November minutes, Mr. Mulé seconded. Unanimous vote of approval.

Public invited to speak: No one was present.

President's Report: Mr. Harris:

- Mr. Harris spoke about the Woodcliff Lake membership program. As of December 4, Woodcliff Lake is requiring their residents to pay the first \$100 of any library membership. Hillsdale Library charges \$275. Mr. Harris suggested an alternative. He suggested a flat rate with a cap on WL memberships. Mr. Saslowsky asked if we would have the ability to limit memberships. It would have to be a cap to the total number of memberships, regardless of sending town. In order for WL to have full BCCLS privileges it would have to support library services at their 1/3 mil equalized value rate which is \$672,000. Current membership is approximately 262. The previous year was 10-20. Our previous membership rate was \$450, and when we lowered our price, the WL memberships greatly increased. Mr. Franz suggested publicizing what the value of that membership is, \$5.84 per circulation based on 2012 circulation. There is a new WL Borough Council, so publicizing these statistics would be valuable to their Council and residents. Ms. Hanlon asked if it ever went to a referendum. A contract for BCCLS services through Hillsdale and Upper Saddle River was proposed in 2003, but was not presented well to WL residents and was voted down. Ms. Miano developed a 2013 WL membership dues analysis reflecting decreasing memberships and decreasing revenues. With this new fee structure, the question is how likely will residents join or renew. It is a rolling membership year. Some board members suggested writing a targeted letter to current WL members.
- Ms. Braun, Ms. Scordato and Ms. Wertheim will serve on the nominating committee to determine candidates for the slate of officers for 2013. Mr. Harris would like a committee in place for 2013 with respect to developing a patron behavior policy. Mr. Franz feels a policy is needed given recent incidents. This sub-committee would review a number of the BCCLS policies to help guide the development of our own. Mr. Mulé said it is surprising that BCCLS does not have a suggested policy. Mr. Harris said that there is literature at the Trustee's Association. Mr. Harris, Mr. Mulé, Ms. Braun and Ms. Wertheim will all serve on this sub-committee. Once developed, it should also be reviewed by the town attorney.

Treasurer's Report: Mr. Mulé: The Library is fiscally sound. There is over \$76,000 in the operating account and over \$30,000 in the reserve account. Mr. Harris asked if we should put more into the reserve account. WL membership is going directly into the operating account. The 2013 budget is bringing forward at least \$30,000 from the WL memberships.

Director's Report: Mr. Franz:

- Board members asked about the door dam. It was determined that an opportunity for a third quote was made, so it is still in process.
- Paige Conrad is a new intern from PVHS and will be working two hours every afternoon for the next two months.
- Ace Tree Service came last weekend and pruned trees and looked at the tree that had been hit by the car.
- The new system is going live on Wednesday. The old system was shut down today. He looks forward to the new system and will be an overall improvement for staff and patrons. Cindy now has a service desk within the children's room and that is an improvement in service.
- Last month, there was a discussion about the 2% salary increase from the borough. Jonathan DeJoseph said that discussions were on-going; office workers were getting 3.75% over the past few years. Ms. Miano said that the crossing guards had a 0%, 0%, 2% raise. Mr. Mulé said we should go in with the budget at 2% minimum. If the town gives more than 2%, we should increase. And then readjust it for the following year. Mr. Franz shared the proposed 2013 budget with and without the 1/3 mil. All entities were asked to submit a budget with a 0% raise. He also presented a budget history snapshot which shows where the 1/3 mil was previously and where it is going. Increases in insurance liability, health benefits and an overall reduction in municipal support suppresses our ability to purchase new materials in collections. \$56,709 is available to support collection development. If we did not have the income from Woodcliff Lake memberships and Mr. Franz did not waive his health benefit there would be no funds available to purchase materials. Ms. Miano asked about the flood insurance and the final number is not in yet. Mr. Franz is still waiting for an elevation certificate for the insurance company.

2013 Budget: Mr. Harris said he was in agreement with Mr. Franz to seek an increase of 2%. Mr. Harris asked the committee to go into closed session for the purpose of discussing the director's salary and raises. The committee was asked later to go back into open session. The Board voted unanimously that the Director shall have an increase of 3%. Mr. Harris requested that the Board be informed of the Borough's increases. Mr. Franz highly praised his staff and Ms. Hanlon said that it is a reflection of Mr. Franz's leadership.

Personnel Manual: The sub-committee previously met. Some changes were made on page 10 and 11. Mr. Franz suggested that the Library be closed on Christmas Eve. Past history indicates that only a few patrons utilize the library that day. He discussed the vacation week proposed change. Mr. Mulé made a motion to approve, Ms. Wertheim seconded, unanimous vote of approval. The personnel policy has been approved.

2013 meeting dates were circulated and agreed upon.

*The Friends:* Mr. Weir: Mr. Weir was not present this evening.

New Business: An application for use of the meeting room was circulated. A discussion ensued about this. More information from the applicant was desired.

The next Library Board meeting will be on January 14, 2013. Mr. Mulé moved to adjourn the meeting, Ms. Miano seconded. The meeting officially adjourned at 9:17 PM.

Respectfully submitted,  
*Deirdre Danaher*  
Recording Secretary