

Hillsdale Free Public Library

Board of Trustees

January 9, 2012

In attendance were: Barbara Braun, Warren Harris, Guy Mulé, Kathleen Scordato, Gary Weir, Barbara Wertheim

Also present: David Franz, Director of the Library

Excused: Marie Hanlon, Joanne Miano, Allen Saslowsky

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 7:33PM. The Board reviewed the December minutes. Correction: Barbara Wertheim was also on the nominating committee. With that correction, Ms. Braun made a motion to accept the December minutes, Ms. Wertheim seconded. Unanimous vote of approval.

Public invited to speak: No one was present.

President's Report: Mr. Harris wished everyone a Happy New Year! We are off to a good start with the Woodcliff Lake family memberships, 19 thus far. The Board needs to discuss its yearly goals, assist with fundraising, and provide publicity for additional memberships from WL. Mr. Mulé suggested having an Open House that would generate new families as well as publicity from local newspapers. Testimonials would be excellent, in an on-going series, especially from WL families. Mr. Harris would like to have a meeting of the sub-committee for the personnel policy/manual. Mr. Mulé asked if we mirror the borough policy. Mr. Franz said the library follows the general boilerplate policies, but others vary because Library employees work weekends; vacation, sick time, holidays alsodiffer. Joanne Miano will be welcomed at the next meeting; she will be a new Trustee. Several neighboring libraries have cut staff and weekend hours. Mr. Harris wanted to thank Ms. Abolafia, on the record, for her valued contributions as a Trustee during her tenure on the Board. Ms. Braun suggested that there be a yearly review of Trustee's membership on the Board. Mr. Franz said that the Trustees names and terms of service are on the website. Certification of the BCCLS compliance – Mr. Harris signed this to attest to the fact that we are in compliance with the BCCLS by-laws.

Treasurer's Report: Mr. Mulé: The Library is fiscally sound. There were two bills for circulator pump repairs for over \$2,000, they are frequently repaired. The last quarterly check will be in shortly. There may be opportunity to replace the boiler with grant money.

Director's Report: Mr. Franz: 19 vouchers are completed from Woodcliff Lake. It will be also mentioned at an upcoming WL PTA. There is a link on our website with the information. Mr. Franz had notified neighboring libraries of our change of policy. Some patrons have called stating that they miss the Freegal services but they understood why it was discontinued due to fiscal constraints. If new funding can be generated, Mr. Franz will consider subscribing to Freegal again. The first 'Maker Space' event, Spin Art, was held last Friday with a group of 35 children and parents. It was open to all ages; the parents were delighted with it and the fact that

there will be a craft activity every Friday for the next three months. Every age group has participated at the puzzle table. There will be an Origami making workshop on Saturday, February 4th. It will be publicized through the list serve and on our web page. 'My Hillsdale' was dropped due to funding and Ms. Hanlon said the town is looking at other ways to have that insert.

Nomination for Officers for 2012: Ms. Scordato, Ms. Wertheim and Ms. Braun, members of the selection committee, proposed retaining the existing slate of officers for the 2012 term, with a new secretary, Kathleen Scordato. The proposed slate of offices is: Mr. Warren Harris for President, Mr. Gary Weir as Vice President, Mr. Guy Mulé, Treasurer and Ms. Kathleen Scordato as Secretary. Ms. Braun made a motion to approve this slate of officers for the 2012 year, Mr. Mulé seconded. Unanimous vote of approval.

The Friends: Mr. Weir said that one fundraising letter from *The Friends* goes out each year, with a mailing going out shortly. Ms. Hanlon said that the Fire Department does two and suggested that *The Friends* do the same.

New Business:

- ❖ Mr. Franz presented a Hillsdale Library Money Policy (see attached) with regard to money receipts for the photocopier, expenditures, petty cash and other overall receipts. Ms. Braun suggested that a time line for key budget dates be added and protocols for review. Mr. Mulé asked about petty cash receipts. Mr. Harris said one goal should be a strategic plan for Woodcliff Lake memberships; we are off to a good start. There will be PTA announcements, emails, WL website, press releases, and editorials written by WL residents, working with local newspapers, Open House. Ms. Hanlon said that we should coordinate with the other departments that have Open Houses (Fire, Police, etc.). Mr. Mulé said, however, if we want to target WL, we should aim for the first week in April for National Library Week. Mr. Weir suggested having some tables out with all of the offerings that the Library has available. Mr. Mulé suggested should we have a goal for a specific number of families for the year. Mr. Franz said we have already broken even with the 19 families and we would like to aim for 100 new memberships. Board members discussed holding an Open House fairly soon welcoming the news members from WL, and trying to encourage new WL memberships (it would be open to Hillsdale members, too). There was discussion about weekend vs. weeknight. Ms. Wertheim suggested early on a Saturday due to parking issues. Mr. Franz suggested a “come in and try us out” for a day. He suggested a rolling invitation now, meet the Director and explore the Library’s services and then host a more official “Open House” in April.
- ❖ Mr. Harris asked about an update for eBooks. Mr. Franz will serve on a special BCCLS taskforce for eBooks. There will be a new BCCLS only eBook collection, separate from the other counties, with less competition for the existing collection. There are constant legal changes from large publishers, the distributors, authors. It is all in flux. People are asking all the time about how to use eBooks with hands-on demos. There are waitlists of over 80 people for certain titles.
- ❖ Mr. Harris spoke about volunteers for the personnel policy. Ms. Scordato, Mr. Harris, Ms. Wertheim, and Mr. Mulé all volunteered. Mr. Franz will send them all a copy of the policy. Mr. Franz would like to have a review by April with recommendations in May.
- ❖ Ms. Braun said perhaps we should table fundraising until the next meeting. Mr. Mulé said we need one major fundraising event that would put a dent in our financial needs. The bricks were a great fundraiser in the past.

❖ There will be a fuller discussion on goal setting at the next meeting.

The next Library Board meeting will be on February 13, 2012. Mr. Mulé moved to adjourn the meeting, Ms. Wertheim seconded. The meeting officially adjourned at 8:52 PM.

Respectfully submitted,
Deirdre Danaher
Recording Secretary