

## Hillsdale Free Public Library

Board of Trustees

November 12, 2012

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In attendance were: Barbara Braun, Warren Harris, Joanne Miano, Guy Mulé, Alan Saslowsky, Gary Weir, Barbara Wertheim, Kathleen Scordato (came at 8:15)

Also present: David Franz, Director of the Library

Excused: Marie Hanlon

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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 7:35 PM. The Board reviewed the October minutes. Mr. Weir made a motion to accept the October minutes, Mr. Mulé seconded. Unanimous vote of approval.

Public invited to speak: A student from the government class at Pascack Valley HS was present. Mr. Harris asked the student if she had any questions and she didn't.

President's Report: Mr. Harris: Mr. Harris noted that we did not have any water damage due to Hurricane Sandy, but we need to have the door dam installed near the Children's Room as soon as possible. Mr. Mulé asked for a due date and Mr. Franz said it should be by year end. Mr. Franz and staff had caulked that door and put sandbags there as a precautionary measure prior to the storm. Items for discussion are the budget and volunteers for the nominating committee for officers. Ms. Braun has volunteered for this committee. Officers needed are a President, Vice-President, Treasurer and Corresponding Secretary.

Treasurer's Report: Mr. Mulé: The Library is fiscally sound. We are waiting for a reimbursement of \$7,400 check from Woodcliff Lake. Mr. Weir said that we should cultivate the existing goodwill with the WL patrons. A discussion ensued about the benefit of the WL patrons going forward. Ms. Wertheim asked about the size of our library as compared to other BCCLS libraries. Upper Saddle River has the largest library budget in our area. We are on par with Westwood's size. Our Children's Room is the busiest. Montvale's footprint is larger than ours; we have an advantage of a larger parking lot.

Director's Report: Mr. Franz:

- ❖ The Library will be open on November 14<sup>th</sup> after all. Mr. Franz will train all staff individually on the new software over the next few weeks.
- ❖ Mr. Franz proposed ordering a perpetual plaque at an approximate cost of \$400 which will honor the Eagle Scouts who have done their Eagle Scout project benefiting the Library. A decision will be made at a later date as to where to locate the plaque. Ms. Braun suggested that there be a description about each scout's project on the Library website. She said that this might motivate other scouts to do their project here. A photo press release about Eagle Scout Brian Wertheim's project was in this week's Pascack Press. Ms. Braun will help with the wording on the plaque.
- ❖ Mr. Weir would like to do something with the very old plaques from the old Library.
- ❖ The insurance company asked if Chris Statile could get an elevation profile for the Library. They are also exploring ways to possibly reduce our gap insurance policy to reach the joint insurance policy. Mr. Mulé asked what the reduction is on our policy

once the door dam is installed. The manufacturer states that it does reduce insurance rates. A few shingles that came off during the storm have been replaced and the roof is in good shape.

- ❖ Mr. Franz distributed two articles on public library access policies and patrons rules of conduct. Currently, the Library doesn't have a patron's rules of conduct policy. A library can regulate on hygiene, but there has to be care taken with the wording. Mr. Mulé said we should model our policy on other existing policies. Mr. Harris suggested that there be a committee to help develop this policy. Mr. Harris has volunteered to be on this committee.

2013 Budget: Board members reviewed the proposed budget. The Board needs to discuss the % for raises. The budget prepared was done with regard to the 1/3 mil. which reflects a reduction of \$18,194. We have had rising insurance costs and reduced overall funding. 1/3 mil. is a safety net for libraries, it is not intended to reflect what a realistic budget should be. There was concern that library increases be in-line with those of the borough. For the past three years, there has been a 2% increase across the board for Library staff. Mr. Mulé asked if we will know what the other town employees will be getting. The Board determines the raises of library staff. Mr. Franz presents the budget to the town council in January 2013. A \$7,318.00 budget increase would be reflective of a 2% increase in salaries. The collections portion of the budget will be impacted by this 1/3 mil rate. Allowances would have to be made for this increase from other parts of the budget. Mr. Harris made a motion to go into closed session for the purpose of personnel discussion. At a later point, Ms. Wertheim made a motion to go back into public session. The Board will continue its discussion on the budget at the December meeting.

*The Friends:* Mr. Weir: The Foreign Film Series continues the last Monday of each month through December.

New Business: Mr. Weir will be stepping down as a Board member after twelve years and he will be taking a more prominent role with *The Friends*. Mr. Franz sent the personnel policy to the sub-committee for review and it will be discussed at the December meeting.

The next Library Board meeting will be on December 10, 2012. Mr. Harris moved to adjourn the meeting, Mr. Mulé seconded. The meeting officially adjourned at 9:07 PM.

Respectfully submitted,  
*Deirdre Danaher*  
Recording Secretary