

Hillsdale Free Public Library

Board of Trustees

October 15, 2012

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

Also present: David Franz, Director of the Library

Excused: Marie Hanlon, Alan 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 7:37PM. The Board reviewed the September minutes. Ms. Braun made a motion to accept the September minutes with a minor deletion, Ms. Scordato seconded. Unanimous vote of approval.

Public invited to speak: No one was present.

President's Report: Mr. Harris:

- ❖ Town Day was successful and Mr. Harris thanked the Board members who volunteered at the Library table.
- ❖ Mr. Harris asked for a follow-up on suggested policies to govern difficult patron behavior in the library. Mr. Franz is obtaining reference material for the Board's consideration. The Morristown legal case from the 1980's is the most famous regarding regulation of patron conduct. Ms. Braun inquired about the recent Park Ridge incident involving teens and the display of pornographic images on computers. Staff monitor patron usage for any inappropriate public displays. Mr. Mulé asked if BCCLS had a standard policy or is each Library writing its own policies. A lot of Libraries will adopt boiler plate language, but BCCLS is comprised of all separate boards and they each set their own policies. The New Jersey Library Trustee Association provides recommended policies. Mr. Mulé and Mr. Harris will do further research on this. Mr. Harris recommended that there be training for the staff on guidelines and public policies concerning difficult patrons.

Treasurer's Report: Mr. Mulé: The Library is fiscally sound. Mr. Mulé stated the balances in the Library accounts. The monthly checks have been signed.

Director's Report: Mr. Franz:

- ❖ He distributed the Teen Summer Reading program summary. Laura started a teen writers group and it was so well received that she was asked to continue it this Fall. It was attended primarily by students in Grades 7 -12.
- ❖ There is still some sporadic Internet service in the last month. Mr. Franz installed a Firewall which was temporarily successful, but today he had to install a new access point. Ms. Miano asked if there was a pattern of when this occurs, but Mr. Franz said that it happens in mornings and afternoons.
- ❖ The tree that was damaged was examined by a tree specialist. 40% of the bark was damaged but the tree may live.

- ❖ There will be migration to the new Polaris system on December 12th. The entire staff is being trained. There is a graduated phase-out of the current book request feature. There will be a temporary paper system until this new system is fully operational. As of Nov. 20th, patrons won't be able to order on-line. It is posted on the website, it was on the listserv and it is posted around the Library. The new system is much faster and offers new features.
- ❖ The flood insurance company will cover all the damage in the meeting room. The flood policy for this year is \$18,000. Next year, the flood insurance rate will rise significantly. Mr. Franz is working with Burton Agency to see if premiums can be lowered in any fashion. Park Ridge is using the Press-Ray door dam product. Aluminum logs with silicon gaskets and they seal up against the building. Drain Doctor will be inspecting the faulty drain next week. Mr. Franz believes that there is a blockage.
- ❖ There is enough money in the insurance to cover carpet tiles for the meeting room. A motion was made to approve the purchase of new carpet tile upon receipt of the insurance money. Mr. Mulé made the motion; it was seconded by Mr. Harris. Unanimous vote of approval.
- ❖ Mr. Franz suggested a tree pruning for several of the trees on the property.
- ❖ Mr. Franz was elected by the System Council to serve on the BCCLS Executive Board for 2013-2014.
- ❖ There is no more ponding on the patio.
- ❖ It is Mr. Franz's recommendation that the expenses incurred by Brian Wertheim be reimbursed. Mr. Weir also said that The Friends would like to contribute. The total was \$810.33. The Board and The Friends will reimburse these expenses at 50% each. A write-up was sent into the local newspapers with photos of the patio and Board members. Mr. Weir asked if we could have a recognition inside the Library honoring all of the previous Eagle Scouts who completed projects at the Library. Ms. Braun asked if some type of memorial plaque with name plates could be installed and Mr. Franz will explore that. Mr. Harris made a motion to approve a reimbursement to Brian Wertheim for expenses incurred for the Eagle Scout project. Ms. Braun made the motion to approve this appropriation, Mr. Weir seconded. Unanimous vote of approval. Barbara Wertheim recused herself on this vote.
- ❖ Mr. Franz presented the 2013 Budget Proposal delineating each line item. Each item also reflected past costs from 2007 to current. Our 1/3 mil mandatory funding stipulated by NJ State law fell by \$18,000., a 2.9% drop. He has kept many of the expenses to what was spent this past year. Mr. Weir asked if there is a replacement for the ESL instructor who will be retiring shortly. He is seeking a strong volunteer to do that. The State Aid Expenditure will largely go to the BCCLS database. There will be a new dumpster for plastics. Raises for the last two years were 2%. Ms. Braun asked what the municipal workers got. He explained various raises through 2014. The proposed budget would keep the Library at its current Saturday/Sunday hours of operation. Sundays, on a per hour basis, is our busiest circulation time. Ms. Braun asked if there are any grant opportunities. There had been State collection grants, but they are no longer in existence. Mr. Franz explained that most grants are designed for special projects and not operational expenses. We can carry over \$30,000 into our operating budget and the overage would go into a reserve budget.
- ❖ eBooks are acquired by BCCLS on behalf of participating libraries. This falls within the BCCLS database fee.
- ❖ Mr. Franz uses EBSCO for periodical subscriptions. We circulate about 300 print issues a month. That rate has stayed consistent.

- ❖ To keep Hillsdale as a top net lending Library, collections purchases need to remain at \$50,000-60,000 a year at a minimum.
- ❖ Board members are asked to review the proposed budget and vote on the budget at the November meeting.

The Friends: Mr. Weir: The Foreign Film Festival continues the last Monday of each month.

New Business: Ms. Braun asked who is up for reappointment. It is listed on the Trustees page.

On Oct. 22nd, there will be a personnel sub-committee meeting with Ms. Scordato, Ms. Wertheim, Mr. Mulé and Mr. Harris.

The next Library Board meeting will be on November 12, 2012. Mr. Harris moved to adjourn the meeting, Mr. Mulé seconded. The meeting officially adjourned at 9:20 PM.

Respectfully submitted,
Deirdre Danaher
Recording Secretary