

# Hillsdale Free Public Library

Board of Trustees

March 12, 2013

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*In attendance were: Barbara Braun, Warren Harris, Robert Heyliger, Joanne Miano, Guy Mulé, Allen Saslowsky, Kathleen Scordato, Barbara Wertheim*

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

*Excused: Douglas Frank*

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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 7:43 PM. The Board reviewed the February minutes. Ms. Wertheim made a motion to accept the February minutes, Mr. Mulé seconded. Unanimous vote of approval.

Public invited to speak: No one was present.

President's Report: Mr. Harris: He had discussions with a member of the Woodcliff Lake council and will defer his comments on the WL memberships to later in the meeting. The sub-committee met to discuss the Rules of Conduct policies.

Treasurer's Report: Mr. Mulé: The Library is fiscally sound. There is approximately \$74,000 in the Operating account and approximately \$30,000 in the Reserve account. A copy of the Library's Audit of Financial Statements for year ending December 2012, audited by Garbarini & Co., P.C., was given to all Trustees.

Director's Report: Mr. Franz:

- ✓ Sgt. Sean Smith's book talk will be tomorrow night at 7 PM and again next week. It will be filmed, edited and put on YouTube.
- ✓ Mr. Franz completed the NJ State report.
- ✓ He trimmed some shrubs around the exterior.
- ✓ The mechanical room is being cleaned out and the flood panels will be stored in there.
- ✓ To date, five Eagle Scouts will have name recognition on an Eagle Scout Plaque honoring their contributions to the Library. Mr. Franz asked for Board approval for this plaque and all trustees were in unanimous agreement.
- ✓ Flood panels for the first floor were examined by the Fire official. They slide in and can be installed in advance of a storm warning. If the first floor doors have the flood panels in place, the first floor level would be closed to public access. Anyone needing handicapped accessible egress would have to be on the main floor. Mr. Franz would anticipate the panels being installed 24 hours in advance which would preclude use of the Children's Room. Installation would be at the first floor exit door and also at the Children's sliding room doors. There will be practice drills for installation; it would take 20-40 minutes per section. Mr. Franz has met with various DPW and Fire Dept. personnel to discuss an annual drill. The DPW has the key to the doors and Mr. Franz will arrange a policy and procedure with the DPW, OEM and Fire Dept. Ms. Braun spoke about the flash floods where there is limited installation time. There will be a five year warranty on the gaskets. The same company did the installation in Park Ridge. Members discussed where to leave the large panels. Permanent installation may be necessary.

- ✓ A colleague of Mr. Franz looked at other libraries websites and surveyed BCCLS directors. Our website is well designed by in-house staff and quite affordable by comparison.
- ✓ *The Friends* mailing went out February 14<sup>th</sup> and donations of over \$3,000 have been received thus far. In addition to this, a generous donation was made by the Lê family and Study Room #2 is being named for a member of the Family.

President's Report: Mr. Harris had a discussion regarding memberships and reimbursements with Eric Bloom from Woodcliff Lake. \$275. was the going membership rate per family last year. With the WL reimbursement changes effective December 4, 2012, WL residents currently have an out of pocket expense of \$100. Hillsdale Library's goal is to encourage more WL memberships. One proposal made was to give a discount to any WL resident over 60 and we would reduce our membership fee to \$50 for them and WL would match that. Our net with that proposal would be \$225. A different proposal would target young families with children under 5, but that would present certain challenges. A third proposal would be to make it a universal discount to all WL residents. Mr. Mulé welcomed the "Seniors" approach and suggested that it might spur additional memberships. Overall, 53 WL memberships signed up in January of 2012; there were 280 memberships for 2012. Thus far for 2013, there were 19 memberships in January, 11 in February, 9 in March, 39 in total. We need 40 to equal our budget. If this rate were to continue, we would have 160 members by year's end. Last year, membership sign ups were not equalized per month. Mr. Harris suggested that we pilot one approach for a year. Mr. Mulé asked if WL is agreeable. Eric Bloom wants to put it on the WL agenda in March, so he needs a formal proposal that he can present to their Council. Ms. Braun asked if there was any downside to this. Mr. Saslowsky asked about renewal dates and it is a rolling anniversary. After a lengthy discussion, the Board agreed that Hillsdale would reduce its fee, if WL increases its reimbursement rate to \$225. This would be in effect for a trial period of one year and would be re-examined one year to date from implementation. A motion was made to offer a Senior discount for WL residents 60 and over provided that WL matches the discount dollar for dollar.

Hillsdale Library shall reduce its fee to an amount equal to the amount that Woodcliff Lake agrees to increase its reimbursement for Seniors. If WL increases its reimbursement for Seniors to \$225., then Hillsdale Library shall reduce its membership fee to \$225.

Wording will be finalized by Mr. Harris and Mr. Franz and transmitted to Eric Bloom. Mr. Mulé made a motion to accept, seconded by Ms. Scordato, unanimous vote of approval.

New Business: A thank you was extended to Ms. Braun, Ms. Wertheim and Mr. Mulé. This sub-committee presented the Rules of Conduct and Customer Service Policies/Standards. The policy represents a balance of what is expected of patrons and what is expected of staff. Ms. Braun looked at the core of Ridgewood Library's policies and integrated key sections from other libraries. Trustees are asked to review these policies and it will be further discussed at the next meeting.

*The Friends:* No one was present.

The next Library Board meeting will be on April 8, 2013. Ms. Braun moved to adjourn the meeting, Mr. Mulé seconded. The meeting officially adjourned at 8:59 PM.

Respectfully submitted,  
Deirdre Danaher  
Recording Secretary

