

## Hillsdale Free Public Library

**Board of Trustees**

**November 10, 2014**

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*In attendance were: Barbara Braun, Douglas Frank, Robert Heiliger, Joanne Miano, Guy Mulé, Allen Saslowsky, Barbara Wertheim*

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

*Excused: Warren Harris, Kathleen Scordato*

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Ms. Braun, 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. Mulé made a motion to accept the October minutes, Ms. Wertheim seconded. Unanimous vote of approval.

Public invited to speak: No one was present.

President's Report: Ms. Braun:

She will be asking board members to complete a review of the Library Director. She asked for volunteers to be on the nominating committee. She also asked who would wish to remain on the Board as well as current officers.

She deferred the rest of her comments to the general meeting.

Treasurer's Report: Mr. Mulé:

The Library is fiscally sound and the checks have been signed. Our operating account has approximately \$26,000 and there is \$22,000 in our reserve account.

Director's Report: Mr. Franz:

- ✓ Northvale approved a referendum to support a municipally funded library and they will become a member of BCCLS.
  
- ✓ Mr. Franz provided an update on repairs to the porch, ceiling, fan, and a passive vent. Repair was done to some roof sheathing due to water damage. A circulator pump needs to be replaced. A full energy audit was conducted and it was determined that the boiler needs to possibly be replaced, owing to a possible leak. There is a 30/70 direct install program, we pay 30%, and the State pays the remainder. Estimated recouping of expenses would take two years. Unfortunately we currently have 1 million BTU unit and its size falls outside the scope of the current program. The boiler was made in 2000. Mr. Frank said that it might require just a section replacement. Mr. Heiliger said he will call a boiler person for an estimate. There is also a P S E & G program and our boiler size would fit under that program but the program is not funded at this time. Ms. Miano will also make inquiries

- ✓ The Board would formally have to accept West Orange into the BCCLS system. All voted affirmatively to approve this.
- ✓ Mr. Franz met with the new borough CFO. She is familiar with libraries and he spoke about our current projected deficit without cutting services. She said that the flood insurance cost may be less than estimated. Mr. Franz explained various measures to address this by self-insuring and creating a trust fund to cover this in case of a severe flood. Mr. Mulé asked what protocols are in place in the event of a severe flood. OEM would coordinate if the library was closed. The library director would coordinate during normal operating hours.
- ✓ Mr. Frank said that any pay raises to borough employees are done later in the year with retroactive pay. Benefits are contractual. The proposed Library budget is recommending a 2% raise. Mr. Franz asked Board members to refer to page 3 of the budget for their consideration. The Board deferred adopting S&W rates until Borough contracts are settled. The Library can operate on a temporary budget until full borough approval.
- ✓ Statistics show that circulation has been dropping. Mr. Franz presented a new statistic reflecting the circulation by the age of the item. 37% of our circulation was generated from items purchased in the last two years. 2000-2010 purchases account for 41% of circulation. Our circulation budget is decreasing and could have a future impact on overall circulation. This is a national and local trend. Mr. Mulé asked if *The Friend's* fundraising could offset some of our estimated budget gap. Traditionally, *Friends* groups in Libraries tend not to fund operational expenses. Mr. Frank asked about disaggregating adult vs. children vs. digital purchases vis a vis circulation. Mr. Franz generally apportions collections budget by percentage of population served, not by circulation performance. The public would notice a cut in hours much more than a cut in circulation. Our fine structure was discussed and the variability among libraries. The fine you pay is tied to the item and the original lending library, not the Library fine that you return the item to. Mr. Heiliger suggested seeking corporate donations, but that is difficult in our town. Board members explored various budget scenarios.

New Business: None to discuss.

*The Friends:* No one was present.

The next Library Board meeting will be on December 8, 2014. Mr. Mulé moved to adjourn the meeting, Ms. Wertheim seconded. The meeting officially adjourned at 8:59 PM.

Respectfully submitted,  
*Deirdre Danaher*  
 Recording Secretary