

Hillsdale Free Public Library

Board of Trustees

March 9, 2015

In attendance were: Barbara Braun, Douglas Frank, Warren Harris, Robert Heyliger, Joanne Miano, Alan Saslowsky, Barbara Wertheim

Also present: David Franz, Director of the Library

Excused: Marie Hanlon, Kathleen Scordato

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 7:32 PM. The Board reviewed the February minutes. Mr. Frank made a motion to accept the February minutes, Mr. Harris seconded. Unanimous vote of approval.

Public invited to speak: No one was present.

President's Report: Ms. Braun: Ms. Braun gratefully acknowledged how well the library staff has handled the ongoing elevator issue with the public. She will defer the rest of her comments to the general meeting.

Treasurer's Report: Mr. Frank:

- The Library is fiscally sound. The 2015 budget is not set yet. Mr. Frank will review the draft audit with Mr. Franz.

Director's Report: Mr. Franz:

- Mr. Franz met with the new Director of BCCLS and helped brief Ms. Coughlin on issues and concerns. There will be a meet and greet with all BCCLS Library Directors on Wednesday, March 11.
- One staff member fell at home and will be out for the foreseeable future.
- 3,700 letters for *The Friends* are being prepared for mailing. Letter preparation by a cadre of volunteers saved the Library approximately \$1,000 by doing it in-house.
- Mr. Franz is waiting for the CFO to finalize the certificate of funding for 2014. There is a March 15th deadline to submit the NJ State report. Everything else is ready to go.
- The draft audit shows that we have \$54,000 cash on hand at the end of 2014.
- The technician from ThyssenKrupp was here today to take measurements in the elevator pit. No start date was given.
- The NJ State Library Cooperative has a state-wide contract with a vendor for the delivery of library materials. Items go to a central sorting facility, but we try to pre-sort some for close neighboring libraries. There have been delays in service primarily due to weather.
- Saturday March 21st is the Maker Faire, 10am – 5pm. There will be a number of stations and staff will be very involved. He is facilitating one of the state-wide maker activities. Libraries are especially seeking to create partnerships with vendors. Keynote speakers

will be projected in the meeting room. Sylvan Learning will be conducting a hands on robotics program.

Policy review: Collections Development:

- Ms. Braun said that the template for this policy is clear and might be used for other policies to promote consistency. It would be a good suggestion to tie in the BCCLS policy on ebooks. There is a hyper-link for a 'reconsideration form'.
- It was asked if Zinio should be added to the policy? Mr. Franz suggested that specific vendors not be mentioned in policy, but rather leave the generic category digital magazines or databases.
- Mr. Harris made a motion to approve the Collection Development policy, Ms. Wertheim seconded. Unanimous vote of approval for the current policy.
- Ms. Miano asked for clarification of a few items. Mr. Franz explained the method for selecting books and the use of various media reviews, both for hard copies and e-books. He uses "Better World Books" for used books, but volunteers must scan the titles; this company favors more non-fiction.
- Mr. Franz uses a detailed letter for gifted items, carefully outlining the terms for acceptance.
- It was recommended that for the next meeting, the following policies should be discussed: "Fines and Charges" and "Library Cards." Suggestions for change should be sent to Mr. Franz by Wednesday, April 8th.

New Business:

- Mr. Franz purchased a new printer for the children's circulation desk.
- Ms. Braun suggested having a wish list for people who would like to donate money to a specific item. Donors would be acknowledged on the Library website.
- Mr. Frank said that the back fence should be moved once the snow has melted.
- The Westwood Chico's would like to host a week with a 10% rebate back to the "Friends of the Hillsdale Library". Ms. Miano suggested the week before Mother's Day. She will get more information from them as to an official logo and details.

The Friends: No one was present.

The next Library Board meeting will be on April 13, 2015. Mr. Harris moved to adjourn the meeting, Ms. Braun seconded. The meeting officially adjourned at 8:40 PM.

Respectfully submitted,
Deirdre Danaher
Recording Secretary