

Hillsdale Free Public Library

Board of Trustees

February 8, 2016

In attendance were: Barbara Braun, Warren Harris, Robert Heyliger, Zoltan Horvath, Joanne Miano, Allen Saslowsky, Kathleen Scordato, Barbara Wertheim

Also present: David Franz, Director of the Library

Excused: Marie Hanlon, Abby Lundy

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 7:30 PM. The Board reviewed the January minutes. Mr. Horvath made a motion to accept the January minutes, Mr. Harris seconded. Unanimous vote of approval.

Public invited to speak: No one was present.

President's Report: Ms. Braun:

- ✚ On Wednesday, the Library budget will be reviewed by the borough. Mr. Horvath and Mr. Heyliger will attend.
- ✚ Ms. Braun contacted Chris Statile about the back property; a further discussion will be welcomed. Mr. Horvath will speak with him on Thursday.
- ✚ Ms. Braun is encouraging people to attend the March 4th musical performance at the Library from 8:00 PM – 10:00 PM; it is a cover band marking the 50th anniversary of The Grateful Dead.
- ✚ Mr. Franz will keep Trustees abreast of upcoming BCCLS continuing education opportunities. To qualify for NJ State Aid, (we get \$4,600), a library must comply with minimum NJ State requirements by offering a trustee education component, a.k.a. The NJ Trustee Academy. Mr. Franz will find out the minimum number of hours required to fulfill this requirement.
- ✚ Ms. Braun said that we will review a certain number of policies each month and will review the strategic five-year plan in April.

Treasurer's Report: Ms. Miano: There is a manual adjustment in the budget. (see p. 4, \$4,469 State Aid Expenditures). Mr. Franz said that this financial report is through January 31, 2016. Cash flow is tight for a short duration. Memberships brought forward from Woodcliff Lake: Regular memberships cost \$275 and the Borough of Woodcliff Lake pays \$175 of that fee. WL pays \$200 for the senior membership with the senior paying \$50. Mr. Harris asked what percentage of the WL memberships are seniors? Yearly, there are 100 -125 memberships overall. We attracted some seniors because of the discount. Mr. Franz will provide the breakdown at the next meeting. We have Juvenile cards, adult cards and Seniors cards. Demographics for Hillsdale memberships; we are well represented everywhere across town. Mr. Franz gave the Library information to the Hillsdale Welcoming Committee some time ago.

Director's Report: Mr. Franz:

- ✚ The hair cut fundraising is going well.
- ✚ Mr. Horvath asked about the historic photos and artifacts which are stored upstairs. He suggested getting a large TV screen and having these photos scanned and running, interspersed with ads for town businesses.
- ✚ Mr. Franz will research purchasing new security cameras; they are ten years old and the computer crashed. The Library Board must protect patron privacy, so we probably cannot provide the police with a direct camera feed. Currently, the four cameras record daily activities in key locations.
- ✚ Mr. Franz contacted PSE&G about the refrigerator rebate. The program has been suspended due to the current low price for scrap metal. DPW is picking up the old refrigerator tomorrow. The energy proposal will be forthcoming.
- ✚ Kathryn Ennist spent a lot of time updating the video game cases and relabeled them. Approximately 270 video games are borrowed every month.
- ✚ Mr. Franz displayed the Hillsdale Library bistro mug and the heavy duty canvas tote bag. Patrons can purchase them or win one for reading a certain numbers of books. This is part of the year-long reading challenge.
- ✚ Mr. Horvath complimented Mr. Franz on “the sign.” We’ve been nationally recognized for our Library sign. We won an public relations award from NJLA. It is always a source of information and humor!
- ✚ Mr. Franz spoke about our current URL (myhillsdalelibrary.org). We now have ownership of hillsdalelibrary.org and hillsdalelibrary.com. The San Mateo Public Library owns “hillsdalelibrary.org” and they only use it as a redirect. Ms. Braun and Mr. Franz will write a letter to their Library Director and President to ask them to reconsider giving us their URL.

Policy Reviews

Museum Pass Program: It is a policy and has procedures. Ms. Wertheim asked about the ticket numbers. The ticket limits are listed on the Library website; it varies from year to year as per the museums. Ms. Braun asked about past experiences with this program. There have only been a couple of minor glitches and overall, the program has been well received. Some patrons regularly use the program. We pay a small yearly licensing fee for the reservation software (Plymouth Rocket software). Mr. Franz can change the parameters for each pass depending on holidays, etc. Our current museum offerings are The Guggenheim, Grounds for Sculpture and the Intrepid. Funding for the passes comes from *The Friends*. Ms. Wertheim asked which one is most popular and he will check his statistics. Mr. Franz and *The Friends* review the data yearly. The passes are limited to Hillsdale card holders. Mr. Franz is not recommending any changes. Ms. Miano said that the information about reserving a second set of tickets is not explicitly stated in the policy. It has been in existence for three years. He will check about the time elapsed between passes.

Unattended Children Policy: Mr. Franz asked Cindy to review this policy. Mr. Franz is not recommending any changes. Ms. Braun asked about the ages; he used the age of 13 because they can leave the Library on their own. The age of 13 was listed as a child caregiver. Several trustees suggested substituting the word adult with the word responsible. Ms. Braun asked about the public grounds, the parking lot and surrounding property. That falls under a different policy, the public grounds policy. This policy is targeted at parents who view the Library as a safe haven and drop their children off here unattended. It was written in 2007. Ms. Miano asked if Mr. Franz considered if these

were still the correct ages. We need the ages to establish a level. Mr. Franz will revise the text on line 2: ~~strikeout adult~~ and include “responsible care giver” (aged 13 and above)

Both policies will be voted on next month.

Additional comments:

Mr. Horvath asked about parking one’s car in the lot when the Library is closed. The police would note if was car was parked here overnight. All of the Library property is titled to the borough, but the trustees are charged with the maintenance and upkeep. The police do conduct a daily walk-through of the Library, usually during after-school hours.

Mr. Horvath asked if we do any Library recruiting at the middle and high schools. We have programming that touches on them, especially via the young adult librarian. Traditionally, we target the parents.

The Friends: No one was present.

New Business:

Mr. Horvath said that new solar panels are very lightweight and suggested exploring that. Mr. Franz said that there are energy grants out there, so he will look into this.

Mr. Horvath asked about digital books; he asked why there are limits on eBooks. eBooks are collaboratively purchased and shared by all 77 libraries. There is no mechanism for each library to control its own ebook collection right now. For really popular titles, there could be 5-7 holds. eBook licenses are treated like real books. We must purchase virtual copies which are loaned out temporarily. Hoopla is an on-demand as is Zinio, so those resources can be downloaded instantly.

The next Library Board meeting will be on March 14, 2016. Mr. Horvath moved to adjourn the meeting, Mr. Heyliger seconded. The meeting officially adjourned at 9:00 PM.

Respectfully submitted,
Deirdre Danaher
Recording Secretary