

## Hillsdale Free Public Library

**Board of Trustees**

**March 14, 2016**

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*In attendance were: Barbara Braun, Mayor Douglas Frank, Robert Heyliger, Zoltan Horvath, Joanne Miano, Allen Saslowsky, Kathleen Scordato, Barbara Wertheim*

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

*Excused: Marie Hanlon, Warren Harris, Abby Lundy Council Liaison*

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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 7:34 PM. The Board reviewed the February minutes. Ms. Scordato made a motion to accept the February minutes, Mr. Saslowsky seconded. Unanimous vote of approval.

Public invited to speak: No one was present.

President's Report: Ms. Braun:

- ✓ The Grateful Dead concert was terrific and over 100 attended; there was free admission. Community Life gave a full page of coverage of the event and Ms. Braun commended Mr. Franz and the Library staff about the publicity and whole evening. Many people came who had never been to the Library before. *The Friends* funded most of the cover cost of the band and it provided excellent PR for the Library. Board members discussed future programming options. Mr. Franz will explore funding with *The Friends* for possible other music concerts.
- ✓ The Maker Fair is this Saturday, March 19<sup>th</sup>, with a test track, a wind tunnel and other favorites. There will be a day long demonstration of lace making and Sylvan Learning will have a robotics exhibition from 11:30 – 1:00.
- ✓ Hillsdale Day will be on Sat. June 11<sup>th</sup>. Members were asked to think of questions to ask town residents on a survey. The pool will be open that day.
- ✓ Ms. Braun thanked Mr. Horvath for following up with Chris Statile about the adjoining property. It cannot be developed and no permanent structure can be built on it. It was purchased with Blue Acres NJ government funding. Ms. Braun said it would be wonderful if a community garden could be planted there.
- ✓ The Internet Policy will be reviewed at our next meeting and all Board members will be examining the five year strategic plan.

Treasurer's Report: Ms. Miano: The Library is fiscally sound. We are \$14,000 ahead of budget. BCCLS changed to twice a year billing so that line item amount will be adjusted mid-year. Our utilities bills will be less due to the warmer winter. Our electric bill is always higher in the summer, and Mr. Franz budgets accordingly for that.

Director's Report: Mr. Franz:

- ✓ He met with the owner of the cleaning company and he discussed concerns with them. The cleaning person comes in after hours.

- ✓ Ms. Miano asked what attributed to the adult circulation increase. The high was in 2008-09 and its been in a downward trend since then. Mr. Franz indicted the increase was only slight and hopes that increased allocations for collections will result in trending increase in circulation.
- ✓ The Borough received an invoice for the flood insurance which was approximately \$21,000. It assumed \$25k/\$25k deductibles for building and contents. The direct install project will be funded over three years and we will pay it over time. There is an option to reduce the flood insurance gap coverage, from \$500,000 to \$250,000 which would result in an even lower insurance bill. The flood insurance is administered through Selective / FEMA. The Woodcliff Lake flood gates and new dam configuration were recently reopened, but Board members are hesitant to opt for a lower gap coverage until we see what the ramifications of a heavy rain will do to the WL lake. Mr. Franz recommends leaving it at the current deductible level.
- ✓ \$31,000 was budgeted for flood insurance assuming a lower deductible – the invoice is for \$21,000 with the high deductible. That amounts to approximately \$10,000 less than Mr. Franz budgeted for this year. Those savings could be redirected towards collection development. Mr. Horvath made a motion to approve this change, Ms. Wertheim seconded. Unanimous vote of approval.
- ✓ We have received the remainder check from the Borough 2015 support, over \$22,487. Mr. Franz is requesting to spend \$11,000 on 2016 collections development. The remainder of that would be put towards maintenance and repairs. Mr. Frank made a motion to approve these budget allocations, Mr. Heyliger seconded. Unanimous vote of approval.
- ✓ Books are retired or sold if not circulated in three years. They are referred to as ‘dusty books’.
- ✓ *The Friends* prepared and released their annual support letter.
- ✓ The telephone system, with ten telephones, has a lot of static and has gotten progressively worse over the past two years. The digital analog ports are at fault and fluctuate with the weather. Mr. Franz got four quotes for a new system and recommended Intel or Extel. Either contract would include installation, training and follow up. Washington Township recently installed Entel and our School Superintendent’s office installed Extel; both are pleased with the easy set up. After discussing the merits of both, board members agreed on Entel. Mr. Heyliger made a motion to contract with Entel for a new phone installation, Ms. Wertheim seconded. Unanimous vote of approval.

## **Policy Reviews**

- Meeting Room Use: Mr. Franz is recommending that the Board adopt the Hold Harmless Agreement language provided by the Bergen Joint Insurance Fund as part of the meeting room application. Mr. Franz is also suggesting that he, as Director, be allowed to make the decision about requirements for certificates of insurance on a case by case basis. A motion to approve said agreement was made by Mr. Frank, seconded by Mr. Horvath. Unanimous vote of approval.
- Museum Passes: Mr. Franz suggested that the reservation system remain as is. We have to use the actual pass that the Museums provide to us and guests leave a \$50. deposit with the Library. A motion was made to approve this by Ms. Scordato, seconded by Ms. Wertheim. Unanimous vote of approval.
- Unattended Children Policy: A minor change was made. Line 2 strike out “an adult” and leave “must have a responsible caregiver (age 13 or over) at all times...” With this change, Ms. Wertheim made a motion to approve, Ms. Miano seconded. Unanimous vote

of approval. A motion was made to approve this policy was made by Ms. Scordato, Mr. Saslowsky seconded. Unanimous vote of approval.

*The Friends:* No one was present.

New Business:

- ✓ Mr. Horvath suggested conducting a letter writing campaign to overseas troops from local children.
- ✓ The Library is tying the Olympics into our Summer Reading Program.
- ✓ Mayor Frank asked if we link up to anything with the Space Station. Mr. Franz said we haven't done it directly, but it certainly would help to promote STEM.
- ✓ The busiest time at the Library is daily between 2:00 PM– 5:30 PM. On Saturdays, it is very busy around noontime.

The next Library Board meeting will be on April 11, 2016. Mr. Horvath moved to adjourn the meeting, Ms. Scordato seconded. The meeting officially adjourned at 8:46 PM.

Respectfully submitted,  
*Deirdre Danaher*  
Recording Secretary