

## Hillsdale Free Public Library

**Board of Trustees**

**November 14, 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, Abby Lundy, Council Liaison*

*Excused: Marie Hanlon*

---

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 7:31 PM. The Board reviewed the October minutes. Mr. Harris made a motion to accept the October minutes, Ms. Scordato seconded. Unanimous vote of approval.

Public invited to speak: No one was present.

President's Report: Ms. Braun said that the recent CPR/AED course was excellent and praised the presenter, John Scordato. Ms. Lundy said training is periodically offered to town residents through the Hillsdale Ambulance Corps.

All Trustees serve on the Hillsdale Library Board for a five year term; terms are staggered. Ms. Braun is rotating off as President next year. The terms of Warren Harris and Joanne Miano are ending. Ms. Braun is seeking volunteers to serve on the Nominating Committee for the slate of officers for 2017.

Treasurer's Report: Mr. Franz spoke on behalf of Ms. Miano (who came later to the meeting). The Library is fiscally sound. We will be over budget with our collection development, but we continue to save with heating bills. Woodcliff Lake memberships continue to come in and we are almost \$8,000 ahead with memberships. Budget year-to-date vs. spending: most line items are within budgeted projections. Book sales are consistent with projections. The Hair fundraiser has raised nearly \$1,000! Gas utilities will be reduced by \$3,000 for next year. We await our fourth quarter check from the Borough.

Director's Report: Mr. Franz:

- ❖ Direct Install Project: Lime Energy (Kimberly Munn) contacted Mr. Franz. She explained that she mistakenly chose 'education' on the PSE & G energy efficiency application, which was a misclassification; the library is required to be classified as a public meeting hall, which adheres to the Federal guideline. With that new classification, the boiler would be too large for the energy savings program. Additionally, the boiler is too large for the NJ Direct Install program. Therefore, we would have to go out to private bids, formally conducted through the borough. The Borough Administrator has been made aware of this. The lighting project still qualifies and would be funded over a three-year period.
- ❖ Carpeting: The Borough Administrator suggested obtaining other quotes which may be more advantageous than State contract pricing. A carpeting company from Northvale provided a quote. Certain permanent items such as the circulation desk cannot be moved,

so the carpeting is installed around them. The carpet tiles are glued down. Sample carpet squares from two companies were made available for the Trustees viewing and consideration.

- ❖ Mr. Franz is completing his tenure on the BCCLS Executive Board. He served for four years as Vice-President. The BCCLS budget has been approved.
- ❖ Cindy was recognized at the Borough Mayor & Council meeting for her 25 years of service to the Library and it was recognized in the local newspapers with a write-up and photos.
- ❖ The Alzheimer's meeting was not advertised yet in the local papers.
- ❖ Collections: Mr. Franz spoke with Mr. Jankowski, a local resident, who wanted to donate a handcrafted ship's model of The Lee, a Revolutionary War ship. Almost every piece of the ship was crafted by Mr. Jankowski and his wife created the sails. Mr. Franz said it is a beautiful piece of artwork in its own right, even though the ship was associated with the Saratoga Campaign. Mr. Jankowski proposed a permanent loan, not a full transfer of ownership to the Library. The issues of liability and ownership were discussed. Board members discussed a period to display it, longer than the 1 month period stated in policy. Ms. Danaher suggested that Mr. Jankowski give a presentation about the historic nature of the boat, miniature shipbuilding, and the rarity of the plans that he researched. Board members agreed to display it for six months on the main floor (it has its own display case).

#### 2017 Budget:

- ❖ Mr. Franz presented the 2017 budget for board members' final consideration. The overall budget is being reduced by \$6,366 but requires the Borough must increase funding to reach that number.
- ❖ Ms. Braun asked about the boiler, which would fall under capital expenses. All recent capital improvements have been completed at the Library's expense, with the exception of the elevator replacement.
- ❖ The flood insurance premium could be kept at approximately \$21,000. But only if the capital reserve is not reduced in 2017.
- ❖ Operational costs for Sundays are \$13,000.
- ❖ Budgetarily, Mr. Franz only has flexibility with collections and operating hours.
- ❖ This budget will be transmitted to the borough by December 15, 2016. Mr. Franz delineates the budget in detail to the borough for their consideration and possible approval.
- ❖ Ms. Braun asked for a motion – Mr. Horvath made a motion to approve the 2017 budget as presented, seconded by Ms. Wertheim. Unanimous vote of approval.

#### **Policy Reviews**

##### Five Year Strategic Plan:

Mr. Franz continues to seek input on the development of a new community survey. Ms. Braun stated that we need to articulate our goals, what are our strategies and with whom. Ms. Braun shared some ideas. She wants to know what resonates with different groups, targeted marketing. Mr. Horvath asked about the majority of users and Mr. Franz said it is mixed. There has been a decline in media circulation because of streaming services. There is also a decline in early childhood picture book borrowing. A discussion ensued about borrowing patterns and how to entice new borrowers. Mr. Franz said we want to give value back to our residents. He wants to know, "What do you want from our library?" The busiest hours are after school, but it is much quieter in the evening. Mr. Horvath suggested bringing back Sean Smith to speak about the historic aspects of Hillsdale. He also suggested the use of Facebook for some of this survey. Mr. Franz will share a previous survey with the trustees. He also would like to host several focus groups and the trustees could be part of those groups. Ms. Braun offered to meet with one of the Seniors groups with Ms. Hanlon. Mr. Horvath suggested meeting with some of the Boy Scout

groups. Large print circulation is quite strong. Mr. Harris suggested looking at other small towns to see how they are approaching this. Ms. Wertheim said that there are different uses of people's leisure time now besides reading. Social and digital media and streaming services are some of these replacement activities. Do we increase programming such as the presentation on Abraham Lincoln? Board members felt that they need to do more research and Mr. Franz will share research from BCCLS, and trends from other libraries.

New Business: No new business.

*The Friends*: No one was present.

The next Library Board meeting will be on December 12, 2016. Mr. Harris moved to adjourn the meeting, seconded by Ms. Miano. The meeting officially adjourned at 8:47 PM.

Respectfully submitted,  
*Deirdre Danaher*  
Recording Secretary