

# Hillsdale Free Public Library

Board of Trustees

September 11, 2017

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*In attendance were: Barbara Braun, Marie Hanlon, Warren Harris, Robert Heyliger, Zoltan Horvath, Allen Saslowsky, Kathleen Scordato*

*Also present: David Franz, Director of the Library, Abby Lundy, Liaison to the Council*

*Excused: Mayor John Ruocco, Joanne Miano, Barbara Wertheim*

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Mr. Horvath, 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 June minutes. Ms. Braun made a motion to accept the June minutes, Ms. Hanlon seconded. Unanimous vote of approval.

Public invited to speak: No one was present.

President's Report: Mr. Horvath: He deferred his comments to the general meeting. He acknowledged and thanked Mr. Franz and staff for the wide variety of offerings held during the summer.

Treasurer's Report: Ms. Miano was excused this evening. Mr. Franz stated that the Library is fiscally sound.

Director's Report: Mr. Franz:

- The Brain Fair was held in a 15' x 30' tent on the patio. There were past Board discussions about the use of a tent there for the summer months. Ms. Hanlon praised the Brain Fair stating that it was highly organized. Attendance was high; parking was a bit difficult.
- Ms. Hanlon praised the paint job; Mr. Khoury will be returning to do additional painting on the columns.
- The Summer Reading Program: Numbers were on par with the previous summer. *The Friends* are very generous in their support of the Summer Reading Program. It was disappointing that some parents were unable to finish the "Read to Me" program, which required reading 20 pictures books to your child over the summer. Overall, there has been a decrease in children's book circulations. It was noted that only one school grade had a required summer book list. Mr. Saslowsky said that Grades 5 – 8 used to but didn't seem to have that this year.
- Mr. Franz spoke about the Fountas & Pinnell leveled readers and that they were not intended to be used by parents, students and libraries; more for classroom instructional use.
- Mr. Franz slightly decreased the collection development allocation in the budget. The budget adjustment was taken from children's and adults' videos; books were untouched.
- He shared the June, July and August financial statements.
- *The Friends* generously donated \$12,000 this year.
- Mr. Franz has begun spending down the NJ State Library money on puzzles and game boards.

- The American Legion donation specifies books related to American Military History; that budget will be carried into next year if funds are available.
- The Photo Wall Contest: 4 people entered.
- Mr. Franz embroidered 26 bags for newborns born in Hillsdale. Bags are picked up at the Children's Desk.
- Some of the elevator lights are out. The regular electrician declined to repair it. Mr. Franz contacted ThyssenKrupp and they diagnosed it as a transformer. However, we don't have a date for the installation.
- A staff member resigned; the position was advertised. Mr. Franz received a number of resumes and interviewed several candidates. Mr. Franz offered the position to a qualified candidate but that person later withdrew. Salary was a factor.
- Mr. Franz will be attending the Library Futures Conference in Atlantic City.
- Marie Coughlin, Director of BCCLS, is resigning to take a new position. Mr. Franz served on her search committee. Her position will be posted. An interim director may be hired while the search is on. Ms. Braun asked about this interim period without a permanent BCCLS Director. Many of the services will continue. Their director of IT will be remaining. There has been much turnover since the retirement of Robert White.
- The BCCLS 2018 budget for 2018 was released, Mr. Franz listened to a webinar today for Library directors. The Billing formula may change. Our BCCLS bill will be approximately \$28,000.
- Hoopla: We spent about \$27,000 in BCCLS this year. With the new bill, we will not have Hoopla. The service was so popular that the Hoopla budget was expended by July. There is no platform fee, and there is no group discount. It will remain up to individual libraries to decide whether to offer this to the public. Mr. Franz provided a graphics sheet on Hoopla usage. Ms. Scordato said that Hoopla was very easy to use. For the past year, we have had 157 individual library cards use the service with over 2,000 unique titles checked out. The cost over the year was approximately \$6,000. It could cost \$10,000 for the year. It is a big percentage of our budget to serve 157 card users. This trend was similar in other libraries. There could be a limitation on the monthly clicks. We could control the cost per month. If we hit our monthly budget, we could roll over to the next month. Ms. Braun asked what patrons would do if this service was not available? If you reduced the number of clicks a month, how would that impact patrons? Board members discussed capping monthly usage. The average is 5.3 items per month per person. Mr. Franz very much wants to continue this service, especially for its offerings of unique books that we could not purchase for our collection. BCCLS will stop offering Hoopla on October 1. We would be able to contract with Hoopla and establish our own user limits. A discussion ensued. Mr. Franz suggested limiting the number of downloads, but not limiting the types of offerings: movie, music, TV, audiobooks, comic books and eBooks. We would need to find money in the budget to cover the final quarter of 2018.  
We will get a State Aid check in October. We could use the WL membership monies.

Board members agreed to 4 clicks a month. Mr. Braun made a motion, Mr. Horvath seconded. Unanimous vote of approval. Ms. Braun asked about the distribution of the 157 users. Every library is struggling with this issue.

- Carpet and boiler PO's are out; we expect installation of the boiler by the heating season. Carpeting will be installed by the end of October or early November. The insurance inspector came to look at our boiler. We need two emergency switches due to a new code. The upper floors of the library will close for a few days during the carpet installation.

Repairs to the sub-floor may be involved. Mr. Horvath asked about the glue that they were using. It is supposed to be odorless and non-toxic.

- System Council meeting will be on 9/28. A new billing formula is under discussion and has to be decided upon among the 76 BCCLS libraries.
- Rochelle Park is putting a question on their November ballot, whether to municipalize or not.
- Mr. Franz showed Board members the cushions he purchased for use by the Seniors for the monthly movies.
- The new TV is excellent. Mr. Franz purchased it and the movies have played flawlessly since also upgrading the receiver. Thank you to *The Friends* for this generous donation!

*The Friends*: no update

New Business:

Hillsdale Day will be on this Saturday in Beechwood Park and the Library will have an exciting presence.

Mr. Franz encouraged all members to submit recommendations for the 5 Year Strategic Plan.

September is National Library Card Sign-Up Month. Mr. Horvath said that the town will be hosting a Passport sign-up mobile. Could we encourage getting a library card at the same time?

Mr. Horvath will be tendering his resignation from the Library Board effective tomorrow. He has been selected to serve an unexpired term as councilman.

The next Library Board meeting will be on October 16, 2017. Ms. Scordato moved to adjourn the meeting, seconded by Ms. Hanlon. The meeting officially adjourned at 8:54 PM.

Respectfully submitted,  
*Deirdre Danaher*  
Recording Secretary