

Hillsdale Free Public Library

Board of Trustees

January 12, 2015

In attendance were: Barbara Braun, Douglas Frank, Marie Hanlon, Warren Harris, Robert Heyliger, Joanne Miano, Allen Saslowsky, Kathleen Scordato

Also present: David Franz, Director of the Library

Excused: Barbara Wertheim

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 December minutes. Corrections to the minutes: Mr. Franz, not Ms. Braun, initially discussed the fax policy. The Board will be reviewing all of the policies throughout the year. Mr. Heyliger made a motion to accept the December minutes, Mr. Harris seconded. Unanimous vote of approval.

Public invited to speak: No one was present.

President's Report: Ms. Braun: She formally welcomed Ms. Marie Hanlon back to the Board as the Mayor's alternate. Mr. Douglas Frank is officially now a Board member. Ms. Braun distributed a list of the Library policies and the dates that they were last reviewed. She suggested that at each meeting one or two policies be discussed. She would also like the Board to review the 5 year strategic plan. A sub-committee on this would be welcomed. A survey of town residents about their Library usage is one suggestion.

Treasurer's Report: Mr. Franz:

The Library is fiscally sound.

Director's Report: Mr. Franz:

- Mr. Franz included the year end budget in his report for 2014. He delineated specific line items. The Library had more repairs than projected for; \$8,500 was expended, more than projected. That basically mitigates the Woodcliff Lake memberships in excess of what had been expected. We had a net income of \$346 for the year. There is \$30,000 in our operating account. Signatories for the checking account will be done tonight after the elections. Of biggest concern is the 2015 operating budget. The boiler and elevator repairs are of major concern as well. Ms. Braun spoke positively about the money saved with Mr. Franz doing small repairs. She also asked, going forward, that all Board members print the Agenda, minutes and other documents when he sends them prior to each meeting. The Borough Finance Committee will be meeting with Mr. Franz shortly to discuss the 2015 budget.
- Ms. Braun presented the proposed 2015 Slate of Officers: Ms. Barbara Braun for President, Mr. Warren Harris, Vice President, Ms. Barbara Wertheim as Secretary and Mr. Douglas Frank as Treasurer. A motion was made to approve the 2015 slate of officers. Unanimous vote of approval. Mr. Franz thanked all Board members.
- Mr. Frank asked about the costs for the copier, toner, and paper. There is a charge of \$.10 for b/w and \$.25 for color copies. Most of the costs are derived from our network printers and patrons pay on the honor system. Mr. Franz will check with neighboring libraries to ascertain their costs. We use a Staples Advantage account for toner and other printing supplies. Mr. Frank suggested that we examine every item in the budget for cost cutting measures. Mr. Franz said that on a monthly basis, he will carefully look at items for cost savings.

- The Library has been vented for condensation issues, but there now remains a leak at the front of the reading room where the elevator tower meets the shed roof.
- Mr. Franz presented a chart of the fines paid on Hillsdale items. 24% were paid at other libraries and we don't recoup those monies. The policy is that the collecting library keeps the fines. This was in comparison to all of the other BCCLS libraries. He stated that flattening the fine structure among BCCLS libraries is being considered at the committee level. 30% of items borrowed by Hillsdale come from other libraries. Our fines were recently raised from \$.10 to \$.15 for books and it is still \$1. for DVD's. Mr. Franz will be working with the BCCLS Policies and Procedures committee on these issues.
- Mr. Franz spoke about the Library card usage and the slight decrease from the previous year. One major goal is to increase the library card usage by newer residents.
- Ms. Braun examined the existing policies and suggested that the Board review and discuss two a month. The fax policy from 2001 should be re-visited as well as exhibits (2006). All members are asked to provide comments and return them to Mr. Franz by Wednesday, Feb. 4th. She and Mr. Franz will put the policies in a cue for future discussions and review.
- The current five year strategic plan for 2012-2016 can be found under the Trustees link. Ms. Braun is asking for assistance to review the plan; Mr. Harris and Mr. Heyliger volunteered.
- Mr. Franz spoke about the legislative update. There is a proposal to create a program for capital improvements. Hillsdale benefited from the last round. The Johnson legislation, which has been in discussion for the past two years, proposes permissive legislation which would permit a municipal referendum to establish a mil rate, 1/3 or above. The established mil rate would then be excluded from the 2% cap formula.
- Mr. Franz gave an update on the elevator repair. The stair railing on the 3rd floor will be repaired.
- Mr. Franz, Mr. Harris, Mr. Frank, and Ms. Miano were approved as designated signers on the checking account.

New Business: Mr. Ray Albano, interim Schools' Superintendent is happy to have Mr. Alan serving in his stead, but Mr. Albano will try to attend a future meeting.

The next Library Board meeting will be on February 9, 2015. Mr. Frank moved to adjourn the meeting, Mr. Saslowsky seconded. The meeting officially adjourned at 8:52 PM.

Respectfully submitted,
Deirdre Danaher
 Recording Secretary