

Hillsdale Free Public Library

Board of Trustees

October 17, 2016

In attendance were: Barbara Braun, Marie Hanlon, Warren Harris, Robert Heyliger, Zoltan Horvath, Joanne Miano, Kathleen Scordato,

Also present: David Franz, Director of the Library

Excused: Barbara Wertheim, 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 7:31 PM. The Board reviewed the September minutes. Mr. Harris made a motion to accept the September minutes, Ms. Hanlon seconded. Unanimous vote of approval.

Public invited to speak: No one was present.

President's Report:

- Ms. Braun spoke about the award ceremony for Cindy tomorrow night at 7:30 PM at Borough Hall. Mr. Horvath will be present.
- Ms. Braun stated that this Wednesday evening there would be an Oktoberfest celebration in the Library with a German band.
- Advertisements for Library events appear on the town electronic board.
- Ms. Braun referred to the Five Year Strategic Plan and the need to keep it moving forward.
- Mr. Horvath asked was there a decision about accepting credit cards for fine payments. directors in the BCCLS system have not resolved this yet – it would cost \$.43 cents per transaction and the minimum charge also needs to be set. Most directors are looking at this for the convenience to patrons.
- Ms. Braun asked about an update concerning the contract between Englewood Cliffs and Englewood. There was an opinion rendered from the attorney representing BCCLS. Any town can contract with any other library for services as long as it is within the law. Mr. Franz will send the information out to trustees. If BCCLS changes its by-laws to disallow contracting for less than the full 1/3 mil rate of equalized valuation, it may impact the ability of Hillsdale to sell individual membership cards. Mr. Horvath said it takes away autonomy from vendors. Library law permits contracting for library service at any rate. Full BCCLS privileges may not be extended unless the 1/3 mil rate of equalized valuation is reached, but that is generally in the case of an entire town contracting, not on an individual basis. To form a joint library, both towns have to agree, and it is the sum of 1/3 mil of both towns.

Treasurer's Report: The Library is fiscally sound. Ms. Miano signed all of the checks. We are ahead with Woodcliff Lake memberships; we are ahead of our projections and budget. We are saving right now on the heating bills due to the warmer autumn.

Director's Report: Mr. Franz:

- Credit card discussion continued. Current NJ policy requires that any cash payments must be deposited within 48 hours. The proposed BCCLS credit card management would see actual receipt of credit card transactions on a quarterly basis. A discussion ensued as to fiscal management for this possible policy change, and logistics for the BCCLS office. Ms. Miano wondered if our Library could have a 'Square' account. Mr. Franz said some Libraries do have that.
- The Library is doing a lot of programming with success. The Teens Murder Mystery night was very well received. Approximately 30 teens attended Cindy is conducting three monthly book groups for elementary children.
- No word yet from Lime Energy regarding the boiler project. The chimney may need replacing when the project gets underway.
- Mr. Franz stated that the Johnson Legislation passed in the Assembly. This is permissive legislation that would permit municipalities, by local referendum, to increase the mil rate by which their library is supported.
- Mr. Franz will be representing Hillsdale on Sat. Nov. 5th at the Barnes & Noble mini-Maker Faire. He is conducting an activity there.
- Mr. Franz has been asked to be the Vice President of New Jersey Makers Day for the purposes of nonprofit incorporation.
- There will be a Makers Day on March 25, 2017. *All Geared Up* will be this year's creative community activity. He displayed a sample of a crafted gear. He is going to give this sample to several town organizations to have them put their own logo in the center and then all will be on display. He demonstrated the installation made from corrugated paper and craft sticks.
- Mr. Franz wants to close the Library for a day for CPR and AED training for staff on Election Day. John Scordato will be conducting the Red Cross training. Trustees are invited to participate. There will also be infant CPR. A card certifying this training will be issued at the end of the day's training and will be valid for two years. The Board approved of the closure.
- Mr. Franz received several quotes for painting and the lowest bid was Koury Painting. Several interior and exterior areas are in need of work. He will be addressing the exterior columns as well. Mr. Horvath mentioned a product that has some elastic give to it and it fills in exterior cracks.
- Mr. Franz discussed the sections of the carpet that are crumbling, especially where the sub-floor is part of the old house. Commercial Interiors provided quotes. Mr. Franz included the entire request to the borough as part of the capital request; he provided three different proposals. Mr. Horvath asked about the sub-floor and Mr. Franz said it may need some preparation first. It could be done in phases. We have approximately \$60,000 in reserve. We need \$22,000 for the first floor.
- Mr. Franz presented the proposed 2017 budget. He would like to keep the materials budget at \$80,000. He is proposing asking the municipality for additional monies on par with what was used in 2007. The Operating Budget is being reduced by approximately \$6,000. He went through each line item of proposed budget item vs. the 2016 actual. Repairs and Maintenance are being brought back to \$5,000, which is a big reduction. There is a minor increase in the BCCLS bill due to a new switch. State Aid can be applied to any other line. Traditionally, it has been used for any overages in collection development. Salaries and wages would be 2% for all staff members.; all of the Borough

contracts have been settled. Borough starting part-time rate appears to be \$15.80 an hour and the library is much lower than that. Mr. Franz offered to send the BCCLS salary surveys to the trustees. Part-time assistants' salaries vary. Ms. Braun said that it is a testament to Mr. Franz's leadership that we have very little staff turnover. About \$5,800 increase. \$13,000 is for Sunday staff. He has not discussed with the borough any changes to garbage disposal, grass cutting etc. He went into detail on the flood insurance premium which is very costly. We might again reduce the insurance policy premium from \$27,000 to \$21,000 this year by maintaining the deductibles at \$25,000 building and \$25,000 contents. This can only be done by maintaining \$50,000 in cash reserve. This will not be possible if and when funds are applied toward the boiler and carpet projects.

- Ms. Braun asked about the boiler. The boiler was included in Lime Energy's request to PSE&G. Hopefully, the boiler and lighting package is affordable. We are paying 25% of the project, they pay 75% of the project, and we pay the 25% monthly over a three-year period. Mr. Harris asked about energy efficiency and Mr. Franz said yes, it is to encourage buildings to become energy efficient. If the boiler fails to qualify within the PSE&G program, it will be rolled into our capital request for next year. The range of prices depends on the type of boiler chosen.
- Library Income lines: Mr. Franz delineated each of the line items. WCL memberships are at \$20,000. He did an analysis of the coffee and paper and toner from Staples; it is a break-even in terms of the income realized from charges to the public.
- Friends of the Library will meet on Monday, November 7.
- He asked Trustees to review this proposed budget over the next month.

Policy Reviews

Five Year Strategic Plan: Mr. Franz would welcome some of the Board Members to provide guidance on this plan. Ms. Braun would like to know why some town residents do not use the Library. Market research needs to be conducted. Mr. Franz feels that a direct mailing would be the most effective means to engage the community. It could also be done on-line. Ms. Braun suggested giving one of Sean Smith's books as a raffle prize for participation. The Board discussed all possible communication outlets.

Mr. Harris wondered about what other Libraries are doing nationally to increase circulation. There are two major surveys – Institute of Museum and Library Services provides nationwide statistics. The Pew Institute also provides trends research. Are those survey results in the public domain?

New Business: No new business.

The Friends: No one was present.

The next Library Board meeting will be on November 14, 2016. Ms. Scordato moved to adjourn the meeting, seconded by Mr. Heyliger. The meeting officially adjourned at 8:51 PM.

Respectfully submitted,
Deirdre Danaher
Recording Secretary