

Hillsdale Free Public Library

Board of Trustees

September 12, 2016

In attendance were: Warren Harris, Robert Heyliger, Joanne Miano, Allen Saslowsky, Kathleen Scordato, Barbara Wertheim

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

Excused: Barbara Braun, Marie Hanlon, Zoltan Horvath

Mr. Harris, Vice-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 7:33 PM. The Board reviewed the June minutes. Ms. Scordato made a motion to accept the June minutes, Mr. Saslowsky seconded. Unanimous vote of approval.

Public invited to speak: No one was present.

President's Report: Mr. Harris, Vice President: Mr. Harris deferred to the general meeting and the Director.

Treasurer's Report: The Library is fiscally sound. Ms. Miano signed all of the checks.

Director's Report: Mr. Franz: He thanked everyone for their return after the summer hiatus.

- ✓ Mr. Franz said that the Maker Camp was very successful; it was held twice a week, 11 AM – 1 PM on Tuesdays and Wednesdays. He had some very challenging activities for the children which required a lot of preplanning, but he said it was the most successful thus far. Over forty students, from ages 4-13, attended one or more sessions. We also had four visiting students from China.
- ✓ The Direct Install program – the lead on the program is no longer working with Lime Energy. PSE&G needed the specific model number of the boiler that we are trying to replace. Mr. Franz contacted the manufacturer to finally get the model number. The new lead, Kimberly, is pushing this forward as fast as possible. The lighting and the boiler qualify for the program upgrades. It can be paid off over three years in our monthly PSE & G bill. We are waiting upon PSE&G for a contract.
- ✓ Participation in the summer reading programs has declined. Many of the parents that signed up for the Read-to-Me program did not finish the program with their children.
- ✓ For June, July and August, the circulation rates for fiction: Teens increased 18%, adult increased 8%, juvenile decreased 4%. Some patrons are still not aware of eBooks and Zinio. Flyers were placed around the library to further promote those services.
- ✓ Mr. Franz wants to circulate a well-crafted direct mail survey to all town households to get feedback for a strategic plan. Ms. Miano asked about a phone survey. That may not be effective. People don't always answer their phones and cell phones are not listed.
- ✓ Cindy is now conducting three reading clubs. They meet monthly.

- ✓ Mr. Franz informed the Board about the contract for library services struck between Englewood Cliffs and Fort Lee. It has had a negative impact upon Englewood Library, the former contracting library. This has become an issue within BCCLS.
- ✓ Woodcliff Lake memberships are slightly ahead of last year.
- ✓ BCCLS Technology Committee: It could offer on-line credit card payments, but not in person. Other library consortia within NJ have had a positive experience with this service. Anecdotally, they are reporting a higher rate of receipts. Mr. Harris said that we would incur a credit card fee. There is a 43 cent fee per transaction that could either be absorbed or passed onto the patron. It is not yet decided. Ms. Miano asked about the fee paid to the borrower's library vs. the returned library. The fines would be transmitted to the item-owning library. BCCLS would issue a quarterly check as opposed to receiving and depositing cash within the 48 hour rule. It could impact cash flow. Mr. Franz would like additional feedback from the Trustees. BCCLS currently has 77 libraries. The majority of the libraries would have to agree on this feature. Mr. Heyliger asked about how much additional time this would take our library staff to process these credit card transactions. The service will be online only without point of sale implementation. POS may be introduced at a further time.
- ✓ Mr. Franz met with a T Mobile representative about loanable hotspots. We could loan out this device and the patron could access the T Mobile Wi-Fi for a period of time. It would be \$10 per device per month. 2 g per month. It would be a way to extend Internet service to residents who may not have Internet. The loan period would be determined by the Library. Board members discussed this and did not feel that the use would be worth it. Ms. Wertheim did not know how much our town usage is. The schools have a handful of students who do not have Internet access at home, so the secretaries always provide print copies of online communiques. Ms. Miano asked what happens if the device is lost or not returned in a timely manner.
- ✓ A carpet representative, Peter Weiss, recently examined all of our carpeting wear and tear needs. He will be providing quotes for certain sections vs. the entire library.
- ✓ The Photo Wall: 17 patrons submitted pictures of people/children reading a book. Runners up will receive Library swag. The winner, Neil Mondano, was randomly selected as the Grand Prize winner. He will receive a \$100 gift card.
- ✓ There was a lengthy discussion about overdue fines from several chronically late cardholders from one family, with over \$10 due on each card. Mr. Franz may have a policy for the next meeting for the trustee's consideration on this matter.
- ✓ September is National Library Card Sign-Up Month.
- ✓ \$826. has been generated for the Hair Fundraiser thus far.
- ✓ Ms. Lundy asked about Cindy who will be celebrating 25 years at the Library. Abby suggested that a Proclamation be given to her from the Borough Council. Mr. Franz will forward background information on Cindy for that purpose. Oct. 29th – There will be a fundraiser for the Preservation Historic Committee for the train station restoration. They are looking for old pictures of the train station.

Policy Reviews

Five Year Strategic Plan: The discussion for this was deferred to the next meeting.

New Business: There was no new business.

The Friends: No one was present. The Foreign Film series will begin shortly. The Summer Film Series was on par with previous years' attendees, 20 – 30 patrons. Mr. Weir, as always, did an excellent job coordinating this series.

The next Library Board meeting will be on October 17, 2016. Mr. Heyliger moved to adjourn the meeting, seconded by Ms. Wertheim. The meeting officially adjourned at 8:37 PM.

Respectfully submitted,
Deirdre Danaher
Recording Secretary