

Hillsdale Free Public Library

Board of Trustees

November 13, 2017

In attendance were: Barbara Braun, Marie Hanlon, Warren Harris, Robert Heyliger, Joanne Alfred Metz, Joanne Miano, Allen Saslowsky, Kathleen Scordato, Barbara Wertheim,

Also present: David Franz, Director of the Library

Excused: Mayor John Ruocco, and Abby Lundy, Liaison to Council

Barbara Braun, Acting 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 October minutes. Mr. Harris made a motion to accept the October minutes, Barbara Wertheim seconded. Unanimous vote of approval.

Public invited to speak: No one was present.

President's Report: Ms. Braun welcomed Al Metz. Mr. Metz was selected to fill the vacancy left by Mr. Horvath.

Treasurer's Report: Ms. Miano stated that the Library is fiscally sound. We are on target with all of our expenses. Book Sales are coming in strong, we are ahead of the estimated \$2,000. Donations are slightly weaker. The higher net lender reimbursement of \$12,710, is an aberration. The new BCCLS billing formula reduces the member contributions to the fund and will rely only upon the County grant. The overage this year will help to pay for our circulator pumps. The revenue from the photocopier is strong. Mr. Franz reduced the collections budget; we are within our projected end of October numbers. There is a utilities cost savings for electric due to a noticeable decrease in the kilo-watt hours used with the new LED lights.

Director's Report: Mr. Franz:

- Mr. Franz reported that due to noise and fumes from the carpet installation, the Library was briefly closed.
- Rochelle Park voted to establish a municipal Library. BCCLS is preparing to bring them back into the BCCLS system; there was a strong, positive voter turnout. Rochelle Park is a smaller library, with a small budget.
- The NJ Construction Grant Bond proposal passed by 900,000 votes. The State Library administers it. Mr. Franz is hoping that some of our recently completed work may fall under the 'construction grant'.
- There has been positive public reaction to our newly installed carpet tiles. Mr. Franz would like some grant monies to continue the carpet installation on other floors.
- The HVAC control system is partly new/partly old and the various systems are not centrally controlled. Mr. Franz said it would probably be better to have timed switches / thermostats

that go on and off at particular times. Mr. Heyliger asked if we should bring in an expert to look at them.

- Ms. Cindy Czesak has been selected as the interim acting Executive Director at BCCLS; she just retired from the Paterson Library. She is highly regarded and is widely recognized for her tireless efforts with NJLA and, in particular, her involvement with PALS Plus. A firm was hired to conduct a national search. The previous search when Robert White retired took six months.
- Ms. Braun asked about Mr. Franz's work on other committees; his work on them is finished. They were: Chairing the BCCLS Strategic Plan Committee and the BCCLS Billing Task Force which he was also asked to chair. He will meet with Ms. Czesak in early December to brief her on the work of both committees.
- Two weeks ago, the handrail was pulled out again. Kastle Builders, a repair company, will repair that and will also take care of some water damage in the corner of the main meeting room. They have done previous repair work here and are very responsive and reasonably priced.
- Makerbot 3D Printer - Maker Care sent a replacement machine. It is well utilized.
- Eagle Scout project: Myron Theilmeier was nearing completion of his project. There is a path; he planted various plants, a tree and a bench was ordered. Mr. Franz is working on a map when all of the plants are in.

2018 Budget: All members received the proposed budget – this is the budget that is being sent to the Borough Council. There are few areas where costs could be cut. Mr. Franz is concerned that the starting wage for library assistant is no longer competitive. He would like to raise the staff's role and responsibilities to warrant a raise in wage. *The Friends* cover most of our programming expenses; our budget supports \$3,000 of that. He needs someone to be fully responsible for programming. He would like to create a position with the title "Adult Programming Coordinator/Library Assistant". A potential new expense would be the yearly cost of \$680 for water treatment services. A proposal was received from Wasak, the company that the borough has contracted with. They would test 3x a year (Fall, mid-winter, Spring), two treatments. Mr. Harris asked about corrosion and yes, this treatment would prevent corrosion of the pipes. Mr. Metz asked for further clarification on the pricing. The annual cost is billed 2x a year at \$340. Installation would be separate. The Fire Dept. is currently using them. It would be a 2-year contract. Mr. Harris made a motion to approve, Ms. Miano seconded. Unanimous vote of approval. Mr. Franz will contact them.

Mr. Franz distributed the 2018 proposed budget spreadsheet. Slight adjustments were made based on the recently adopted BCCLS billing formula. He went through line items in detail. The photocopier expenses are reduced due to a lowered renegotiated lease. A lengthy discussion ensued about the flood insurance policy premium. A memo will be included regarding the possibility of moving toward a self-insured plan. This is something to be discussed with the finance committee, independent of this budget. Currently, the policy cost is \$23,000 if we leave everything as is and there is no adjustment to our high deductible. Mr. Harris asked about a flood damaging the foundation. The flood wall is 12" thick and goes down several feet. It was

added during the last renovation. Ms. Braun asked if anyone can do a risk assessment. Whatever is done has to be mutually agreed upon by the Board and by the Borough. It is a separate memo. The policy renews in March. Do we get the budget approved and then have this discussion? Abby Lundy will discuss the matter with the Finance Committee.

The collections' budget has been reduced. Woodcliff Lake membership fees have remained consistent. 1/3 mill is \$601,694 (it decreased slightly).

The Board initiated discussions about part time salaries for library employees. Board members took note of Governor elect Phil Murphy's proposal to implement a state wide minimum \$15. wage, and reviewed data as to part time salaries at area libraries.

Board members would like to get Abby Lundy's input, use this as a base and after her analysis, revisit this. A draft of the Library budget is presented at the October meeting. The budget is discussed, modified, and adopted at the November meeting. It then goes in January to the Borough Finance Committee; it is usually not finally adopted until the Spring. The request for the Borough is due in December.

Ms. Braun proposed a motion to approve the 2018 budget with the flood insurance and salaries left as open items for further discussions. Mr. Harris made a motion to approve, Ms. Wertheim seconded, unanimous vote of approval.

Ms. Braun proposed a motion to create the position of Programming Coordinator. Mr. Harris made a motion to approve, Mr. Heyliger seconded. Unanimous vote of approval.

Strategic Five-Year Plan: There will be a preliminary strategic plan discussion in December. Ms. Braun asked if Mr. Franz needed assistance with planning. Mr. Franz has been developing sections of the plan; he would like to draft a plan with input from staff. It would be good to define the social environment that we are dealing with, i.e. changing demographics, retirement of Baby Boomers, etc. It would be a positive start for our 2018 year to begin January's meeting with these discussions.

The Friends: No report.

New Business: There was no new business.

The next Library Board meeting will be on December 11, 2017. Ms. Hanlon moved to adjourn the meeting, seconded by Ms. Wertheim. The meeting officially adjourned at 9:09 PM.

Respectfully submitted,

Deirdre Danaher

Recording Secretary