

## Hillsdale Free Public Library

**Board of Trustees**

**December 11, 2017**

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

*Also present: David Franz, Director of the Library*

*Excused: Mayor John Ruocco, Marie Hanlon*

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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 7:35 PM. The Board reviewed the November minutes. With a minor correction, Mr. Harris made a motion to accept the November minutes, Ms. Miano seconded. Unanimous vote of approval.

Public invited to speak: No one was present.

President's Report: Ms. Braun requested that Ms. Hanlon, Mr. Saslowsky and Mr. Metz, who are not officers, serve on the 2018 Nominating Committee and present recommendations for a slate of officers in January. Ms. Braun will send out a form tomorrow for a review of the Library Director and requested that it be returned to her electronically or in person at the January meeting.

Treasurer's Report: Ms. Miano stated that the Library is fiscally sound. WL memberships are ahead of schedule.

Director's Report: Mr. Franz:

- The plants and tree were planted as part of the Eagle Scout project; the bench was ordered and will be installed shortly.
- Ms. Lundy stated that the flood insurance policy will be discussed this Friday at the Borough Finance Committee meeting.
- The circulator pumps were charged to the Borough and not directly to the Library. If there is an overage in the Borough line it will be rectified at the end of the year.
- The report from the Smith School was very positive. Cindy and Kathryn consistently reach out to the schools, especially nearing summer for summer reading programs. Mr. Harris asked if we should be reaching out to pre-schools. Mr. Franz said we need to reach out to the parents more to encourage them to come here frequently. Board members discussed the drop in early childhood books borrowing compared with several years ago.

- Ms. Braun asked what demographic trends should we be monitoring to enhance and expand our programs, and these should be incorporated into our Five Year Strategic Plan.
- NJ State Library Cooperative delivery system: The BCCLS loan feature is being turned off effective December 15<sup>th</sup> to limit the number of items in transit between libraries while the State transitions to a new vendor for delivery. The service is expected to resume January 2<sup>nd</sup>. Labeling, packaging and shipping will be operated by a new contractor and the impact on staff time has not been fully ascertained. The Hillsdale Library has adequate staffing, but it will require personnel to work in the back room for longer periods, scheduling new hours and sharing that responsibility. This new system will require a new printer/toner due to its requirements, employing full bar codes. The computer primarily used by the Supervising Library Assistant will be dedicated for this purpose. A Chromebook will be purchased for greater flexibility.
- The loose handrail was repaired and the soap dispenser was replaced.
- NJ State Library's Innovation Grant: Mr. Franz purchased a microscope with a link to the large Mac computer screen. Mr. Franz made up cards so that users must be trained on the usage first. It takes pictures and video. Sample pictures of a living organism from the brook were shared.
- The 3-D printer is fully functional.
- Mr. Franz is still getting bids for the HVAC services. The Library has multiple systems. The DPW has replaced belts and filters and several local companies have been used for occasional repairs.
- Hoopla is still available, with 4 uses a month per person. The Library has a \$500. cap per month, and we are below that, with approximately 55 monthly users. This line item remains the same for the 2018 budget.
- Five Year Strategic Plan: This item will be discussed at the January meeting. Ms. Braun has offered to work with Mr. Franz on this.

The Hillsdale Borough requested the completion of a capital request plan. Mr. Franz included allowances for additional carpet tiles replacement, replacement of the lighting fixtures above the computer island, and HVAC controls. It may be possible to obtain some funding through the recently passed Library Construction Act.

*The Friends:* No one was present this evening.

New Business: There was no new business.

The next Library Board meeting will be on January 8, 2018. Mr. Metz moved to adjourn the meeting, seconded by Mr. Heyliger. The meeting officially adjourned at 8:25 PM.

Respectfully submitted,  
*Deirdre Danaher*  
 Recording Secretary