

Hillsdale Free Public Library

Board of Trustees

January 8, 2018

In attendance were: Barbara Braun, Marie Hanlon, Warren Harris, Robert Heyliger, Joanne Miano, Mayor John Ruocco, Allen Saslowsky, Kathleen Scordato, Barbara Wertheim
Also present: David Franz, Director of the Library, Abby Lundy, Liaison to Council
Excused: Alfred Metz

Barbara 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 7:32 PM. The Board reviewed the December minutes. Ms. Scordato 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: Thank you to all Board members who submitted the Director's annual review feedback. There will be a meeting this Thursday at 8:30 AM, with the Borough Finance Committee, to review the 2018 Library budget and representatives from the Library's Board of Trustees will be present. Ms. Braun asked if a meeting was needed prior to this meeting with regard to a proposed NJ State increase in the minimum wage. Ms. Braun and Mr. Franz discussed the Five Year Strategic Plan. She is suggesting assigning sub-sections to Trustees for further development. Future events were discussed. NJ Makers Day is on March 10th. The Library has not been involved in the Memorial Day parade the past few years; Mr. Franz is always open to volunteers for that. It is Hillsdale's 125th anniversary this year and a celebration will be scheduled later in the year. The Our Town Committee and the Historic Preservation Committee were merged and henceforth the new committee will be known as 'The Our Town Historic Preservation Recognition Committee'. Hillsdale Day will be in the early Fall. The slate of officers will be presented at the next meeting since the nominating committee did not meet and Mr. Metz was excused from this meeting.

Treasurer's Report: Ms. Miano stated that the Library is fiscally sound. The library remained on budget for the full year. The Net Lender Reimbursement: we loaned about 41,000 items to other BCCLS libraries and we only borrowed about 25,000 which results in a net lender reimbursement to our library. However, the formula has been lowered for this year. Ms. Miano asked what was BCCLS going to do. Ms. Braun asked about Hoopla borrowing. For December, there were 55 monthly users with an approximate cost of \$308.

Director's Report: Mr. Franz:

- The NJ State delivery service, a State-wide contract, was supposed to transition to a new vendor, ExPack, this week. However, there is a delayed start by one week for the entire BCCLS system. This is impacting our customer service. 35% of our circulation comes/goes to other libraries.
- Three elevator lights are out. Mr. Franz will be researching alternative proposals to minimize costs. LED lights would be more cost efficient. The elevator is due for its annual inspection this month.
- Mr. Franz will present an Annual Report next month.
- Mr. Franz attended the celebration for Eagle Scout Evan Verbraska in December. Evan's project was beautification of the patio, some of which was installation of the bird houses and refurbishing planters, as well as powerwashing and painting the flood wall.
- The last page of the packet was a review of all the Library policies and dates of last review. Three priorities are the Emergency Evacuation Plan, the Finance policy and the Personnel policy. Ms. Braun is recommending that the Board review a policy a month. All agreed to review the Emergency Evacuation Plan first.
- Ms. Braun asked if our downward trend in circulation mirrors other libraries. Barnes and Nobles is also experiencing a drop. Adult fiction has remained strong at 26,000 circulations annually, a very consistent pace for several years. Our DVD and CD circulation is down due to widespread adoption of Spotify and Netflix. Large print books are circulating well. Our Strategic Plan needs to amplify these trends and budget allocations accordingly. George White Middle School, for Gr. 5 – 8, has replaced much of their library in favor of creating "open work spaces." The Pew Research Center does examine annual Library use and opinion, Mr. Franz will look at that for national trends. Ms. Braun asked if there are innovative ways to circulate materials digitally.
- Valley National Bank provided a .25% interest quote today. Lakeland Bank is offering a no fee, 0.5% quote. A motion was made to open a checking account with Lakeland Bank by Ms. Scordato, seconded by Mr. Harris. Unanimous vote of approval. Signatories will be Joanne Miano, Mr. Franz with other signers to be added at a later date.

The Friends: No one was present this evening. Mr. Weir, President, will be sharing the annual donor's letter with Mr. Franz for a mass mailing in February.

New Business: No new business.

The next Library Board meeting will be on February 12, 2018. Ms. Hanlon moved to adjourn the meeting, seconded by Ms. Wertheim. The meeting officially adjourned at 8:28 PM.

Respectfully submitted,
Deirdre Danaher
Recording Secretary