

Hillsdale Free Public Library

Board of Trustees

December 10, 2018

In attendance were: Barbara Braun, Warren Harris, Al Metz, Joanne Miano, John Ruocco, Mayor, Allen Saslowsky, Kathleen Scordato, Barbara Wertheim

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

Excused: Marie Hanlon

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 7:35 PM. Motion to approve Open Minutes for Nov. 12, 2018 was made by Mr. Harris, seconded by Ms. Wertheim, unanimous vote of approval. Motion to approve Open Minutes for Nov. 26, 2018 was made by Ms. Scordato, seconded by Mr. Saslowsky, unanimous vote of approval. Motion to approve Closed Minutes for Nov. 12, 2018 was made by Mr. Harris (with a correction on date of next meeting to December 10th), seconded by Ms. Wertheim, unanimous vote of approval. Motion to approve Closed Minutes for November 26, 2018 was made by Ms. Scordato, seconded by Ms. Wertheim. Unanimous vote of approval.

Public invited to speak: No one was present.

President's Report: Ms. Braun recommended appointing a liaison to liaise with elected officials and potential committees. An individual needs to serve on the new Foundation board as well. Ms. Braun distributed a list of 2019 proposed committees. The Five Year Strategic Plan needs to be fully fleshed out.

She has requested that Mr. Metz and Ms. Miano serve on the nominating committee for officers of the 2019 Board of Trustees.

Treasurer's Report: Ms. Miano: We are ahead of budget year to date. Woodcliff Lake memberships have increased. The net lender reimbursement from BCCLS is higher. Spending on utilities has decreased, especially due to the new LED lights. Supporting services, such as conferences and travel, were lower than anticipated.

Director's Report: Mr. Franz:

- The last two legal bills are not included in this current budget update, \$4,200 in total (\$3,000 and \$1,200).
- Based on the last three statements from *The Friends*, their memberships have decreased. Since 2001, \$115,000 has come from them to benefit the library; reading room tables and chairs were paid by them. Museum passes have been funded by them; \$3,000-\$5,000 was earmarked for the summer reading programs each year. Mr. Franz said we will have to differentiate between *The Friends* and The Foundation going forward.

- Job postings for library assistants from several neighboring libraries were distributed (wage rates provided). Mr. Metz asked if we are more or less labor intensive. Comparisons become difficult because we are a three floor library. Mr. Franz is requesting approval of a small \$ amount for a year-end holiday staff meeting because the staff did not attend the borough staff party. All trustees were in agreement. He thanked the Board for their dedicated support throughout this past year.

Budget: Mr. Franz is shifting more allocations into digital services. 63 titles were purchased in 2018, but circulated over 500 times. 6,000 physical items were added in 2018. Those circulated on average 4.3 times, some best sellers circulated more than 30 times, at a \$2.20 cost per circulation. The electronic collection is doing well as are the downloadable audio books.

Mr. Metz: Is there a trend from audio books to streaming? There is an overall increasing demand for digital. Audio books on CD are still doing very well. Demand is increasing for audio, it's plateaued for e-books. Mr. Franz is considering offering workshops: Library 101 – What can the Library offer you? Library 201 at a higher level. Ms. Braun suggested recording them and putting them on the website.

Motion to approve the budget was made by Mr. Harris, seconded by Ms. Scordato. All members approved; Mayor Ruocco abstained.

Ms. Braun thanked Mr. Franz for his design signage proposals which were favorably met by the donors.

Ms. Braun reiterated the donor proposal parameters: a \$1 million donation over a ten-year time frame with the focus on programming. The \$125,000 initial incorporation fee will come from existing donated funds. There are 120 days to incorporate the Foundation. Mayor Ruocco said we might need a building permit from the Borough since the new proposed sign will be taller than the existing one. A plaque inside the lobby will also acknowledge the family's donation. The donor contract hasn't changed from the November 15th draft.

Mr. Harris thanked Mr. Franz for spearheading the donation process.

Ms. Miano and Mr. Harris discussed acknowledging the donor should the Library be moved. *The Hillsdale Free Public Library Foundation* would also have to be tracked in the resolution with the Borough Council. (The name of the Foundation will be corrected in the final contract).

Ms. Miano asked about any reasoning for a donor withdrawal. Who is the arbiter?

Ms. Braun made a motion to vote to approve the donor's agreement: Motion by Mr. Harris, seconded by Mr. Saslowsky. Vote tally: **No:** Mr. Metz, Ms. Miano, Ms. Braun.

Yes: Mayor Ruocco, Mr. Harris, Ms. Scordato, Ms. Wertheim, and Mr. Saslowsky. Ms. Lundy does not have a vote. 5-3 vote in favor of approving said donor agreement.

This will go before the Borough Council tomorrow evening, authorizing the Mayor to sign the agreement. Then it will go to the donors. Mr. Harris will notify the donors of the minor change to the foundation name.

Ms. Braun asked for volunteers to script a press release and develop an overall communication plan. There has to be a prepared media announcement. There needs to be some type of presentation to the donors as well.

The Mayor will ensure that all council members have a copy of the donation agreement.

Mr. Metz said we need a new escrow account to accept this donation while the Foundation is still being incorporated.

Ms. Braun asked for volunteers. Mr. Metz will be taking an active role in establishing the Foundation, but Mr. Zucker may have to handle all of the legal filings and set up the structure for this foundation.

There needs to be an agreement between the Foundation and the Library Board. Protocols are required for establishing the Foundation as well as established criteria for Foundation members and a search for members. The Borough, at the behest of the Foundation, would post a notice. Three incorporators are recommended to initially set up the Foundation and then they would step away once the Foundation directors are chosen.

Ms. Braun said we have to be very sensitive as to the relationship between *The Friends* and The Foundation. In the Foundation by-laws, there should be a consideration of a merger between the Foundation and *The Friends*. However, the fundraising parameters are different. Talking points need to be crafted if a board member is asked about the donation – refer to the language on p. 2, section 3. The Board wishes to be good stewards of this gift; Ms. Braun will draw up a draft.

Resolution for Ms. Miano and Mr. Franz to open a separate account to accept the anticipated donation from Gayle and Paul Gross. Motion approved by Mr. Harris, seconded by Ms. Miano, unanimous vote of approval.

New Business: No new business.

Ms. Wertheim moved to adjourn the meeting, seconded by Ms. Scordato. The meeting officially adjourned at 9:00 PM.

Respectfully submitted,
Deirdre Danaher
Recording Secretary