

## Hillsdale Free Public Library

Board of Trustees

February 19, 2019

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*In attendance were: Liz DeLorenzo, Warren Harris, John Ruocco, Mayor, Allen Saslowsky, Carol Schepker, Kathleen Scordato*

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

*Excused: Marie Hanlon, Al Metz, Joanne Miano, Barbara Wertheim*

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Mr. Harris 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. A motion to approve the January minutes was made by Ms. Scordato, seconded by Mr. Harris. Unanimous vote of approval, Mayor Ruocco abstained.

Public invited to speak: No one was present.

President's Report: Mr. Harris: He extended sympathies to Mr. Franz on behalf of the Board. He warmly welcomed new Boardmember, Ms. Carol Schepker.

The forming of the Foundation:

- Incorporation is needed and the incorporators will initiate this process; Mr. Zucker stated we needed to get the incorporators first. A motion was made by Ms. Scordato to permit the members of the Foundation committee to serve as the initial incorporators of the Hillsdale Free Public Library Foundation, seconded by Ms. Schepker. Unanimous vote of approval. The initial incorporators of the Foundation will be Mr. Harris, Mr. Metz, Ms. Miano and Ms. Wertheim.
- The next step is the development of the by-laws, which will govern the operation of the Foundation and dictate how members of the Foundation will be selected. *The Friends* will be an integral part of this development process. Mr. Harris invited Mr. Gary Weir, President of *The Friends*, to be present at the next Foundation meeting.
- Use of the gift: Mr. Harris reiterated that the purpose of the donation from the Gross Family is to enable the Library to provide service beyond that permitted by regular municipal support. It should not to be used to reduce municipal support because it may discourage future donations.
- Ms. Schepker and Ms. DeLorenzo will serve on the Commemoration Committee. The date, TBD, will probably be in the spring.
- The signs will be installed when the ground thaws.

Treasurer's Report: Mr. Franz on behalf of the Treasurer: The Library is fiscally sound. He will clarify any expenses for board members. He met with the auditor last week; there were no findings in the initial audit. He and several trustees met with the Borough Finance Committee for initial budget discussions.

Director's Report: Mr. Franz:

- Mr. Franz thanked everyone for their heartfelt condolences.
- Marian Sheeran suffered a fall and will be out for 4-6 weeks. She is the Adult Program Coordinator.
- A new Page, Ai Lin Doody, was hired, as was a new Library Assistant, Hayley van Hoek.
- A CPR course was held last week; staff is up to date with certification.
- Hillsdale Day will be Saturday, September 14<sup>th</sup> with a rain date of the 15<sup>th</sup>. The Library always hosts a table at that event.
- There was an uptick in overall January circulation as compared to this date last year.
- The Library was named in the will of Ja Arezzi \$5,000 in memory of a former library user, Betty Jean Arezzi. Mr. Franz and Mr. Harris will co-sign a thank you letter to acknowledge this thoughtful remembrance.
- Annual Report: There was no further feedback. With no other suggestions, it will be posted to the Library website.
- Mr. Harris encouraged all members to participate in continuing education for Trustees. The BCCLS Advocacy Forum on Friday, March 15, would qualify; 7 hours of trustee education hours are required to receive NJ State aid.

Library Foundation: Mr. Harris walked the Board through a list of questions designed to provide the Board attorney feedback regarding the Foundation by-laws.

The role of the Advisory Board of Trustees within the role of the new Foundation was discussed. The parameters for selecting Foundation members is another key element. Ms. Lundy said that the mission statement would help drive those selections, individuals with particular skill sets. Fundraising will be key for both *The Friends* and the Foundation, but there would be differentiation distinguishing the two. *The Friends* have members, the Foundation would not. *The Friends* generally raise modest amounts of money and are membership driven. The Library Board would select Foundation members. A discussion ensued about the types of investments that the Foundation monies could be invested in, along with risk. Ms. Lundy suggested that a person with a strong financial background should be a Foundation member. The Foundation would be primarily fundraising to benefit the Library and that should be codified within the by-laws. The Library Board shall determine the needs of the Library and provide directives to the Foundation. Mayor Ruocco suggested that we speak with other libraries that have foundations to ascertain ideas for our incorporation. Ms. Schepker suggested that having some members from the Library Board serve on the Foundation would help with checks and balances. The Foundation would aim for larger gifts. Ridgewood is the nearest library with a foundation. Ms. Lundy said that one BCCLS Library has a Foundation Directory; Suffern Library also has it. The Foundation Committee is meeting next Thursday. The attorney will draft the initial by-laws with our input.

- Mr. Franz envisions sending out a new survey to town residents; there were 600 responses previously. He would like to engage focus groups with a variety of demographics.

- Replacement gravel will be laid in the parking lot in the Spring. Gravel is required by FEMA for permeability.
- A canopy over the courtyard/patio would be nice for the summer.
- The Art classes were very popular last year.
- He is looking at a variety of ways that existing spaces could be reconfigured to benefit the public. There are free consultations for space planning by library furniture companies.

New Business: No new business.

The Friends: No one was present.

The next Library Board meeting will be on March 11, 2019. Ms. Schepker moved to adjourn the meeting, seconded by Ms. DeLorenzo. The meeting officially adjourned at 9:06 PM.

Respectfully submitted,  
*Deirdre Danaher*  
Recording Secretary