

Hillsdale Free Public Library

Board of Trustees

January 24, 2019

In attendance were: Liz DiLorenzo, Marie Hanlon, Warren Harris, Al Metz, Joanne Miano, Allen Saslowsky, Kathleen Scordato, Barbara Wertheim

Also present: David Franz, Director of the Library

Excused: John Ruocco, Mayor, Carol Schepker, Abby Lundy, Liaison to Council

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 7:35PM. Correction to wording: The new front signage *may* need a building permit, not *will need* a building permit." Strike the sentence, Ms. Braun said, (p. 2). With those corrections, a motion to approve the December minutes as amended was made by Ms. Wertheim, seconded by Ms. Scordato. Unanimous vote of approval as amended.

Public invited to speak: No one was present.

President's Report: Mr. Harris will take on the responsibility to deliver this evening's report until the slate of officers is presented and voted upon. He thanked everyone for allowing this meeting date to be changed. He warmly welcomed new Trustees Carol Schepker (excused this evening) and Liz DiLorenzo. He acknowledged and gratefully thanked Ms. Barbara Braun, former President and Trustee, and Robert Heyliger, former Trustee, for their years of dedicated service to the Library.

The donor agreement was executed and the deposit was made immediately to a designated Library bank account. A press release was issued regarding the donation. A very favorable article appeared in Pascack Press. Neither Community Life nor the Record issued the release. A thank you letter was sent to the donors and we hope to commemorate their gift when they will be present sometime in the Spring. The 17th of December 2018 was the effective date of the donation agreement. The Foundation is in the process of being formed. We need to set up a Foundation Committee, with volunteers. We need an organized committee, with three initial volunteers. Mr. Metz will be spearheading this. Ultimately, up to five members would comprise a foundation board.

Mr. Harris spoke with Mr. Gary Weir from *The Friends*. The relationships between the Board, the Friends, and the Foundation were discussed. Mr. Metz said that there needs to be an established gift policy. Mr. Weir and Ms. Hanlon are among several other active volunteers in *The Friends*.

The Foundation Committee could eventually liaise with both The Foundation and *The Friends*. Mr. Harris, Ms. Miano and Mr. Metz have graciously agreed to serve on this committee and will schedule an initial meeting next week. Mr. Metz will circulate the gift policy as well as a checklist for foundation tasks. Mr. Harris is seeking volunteers to serve on a Strategic Planning Committee. Trustees that volunteered for this committee are: Ms.

Wertheim, Ms. Scordato, Mr. Harris and Mr. Metz. Ms. DiLorenzo will serve as an alternate. This committee will delineate the Library's goals, the future of the Library and how they will be reached. Also needed is a Commemoration Committee to acknowledge the donors' largesse. Ms. DiLorenzo, Mr. Franz and Ms. Schepker will serve on this committee. Ms. Danaher suggested sending invitations to former trustees.

Treasurer's Report: Ms. Miano: The Library is fiscally sound. The year finished financially better than projected. There was an increase in Woodcliff Lake memberships

A Nominating Committee was selected in December. Ms. Miano and Mr. Metz were asked to propose a slate of officers for 2019. The slate of officers presented were:

President: Mr. Warren Harris
Vice-President: Ms. Joanne Miano
Secretary: Ms. Kathleen Scordato
Treasurer: Mr. Al Metz

A solicitation was made if anyone else would like to volunteer. With no other volunteers, a secret ballot was taken and there was a unanimous vote of approval for this slate of officers for the 2019 calendar year.

Director's Report: Mr. Franz:

- ❖ The proposed budget was sent to the Borough Council and he awaits further word.
- ❖ The donation money is currently held in a checking account at .5% interest. Mr. Franz suggested depositing the Foundation monies into a series of certificates of deposit for now. February 9th is a meeting with the auditor. Mr. Harris recommended that all documents for the initial incorporation of the Foundation be reviewed by the auditor as well.
- ❖ The Borough is transitioning to a different short term disability insurance plan. Mr. Franz discussed recent changes in personnel. There is one Library Assistant position currently open. The NJ State Legislature may be increasing the minimum wage to \$15/hr over a 5 year period. He distributed various budget scenarios projecting until 2024 and discussed the impact of the rise in the minimum wage. The Board of Trustees sets the salaries and wages. He is requesting a sub-committee to be formed to review part time rates and give him feedback. Ms. Miano feels we should wait until the Borough Council has reviewed the 2019 budget. Ms. DiLorenzo asked about high school volunteers. Mr. Franz acknowledged that their infrequent volunteer hours would not be beneficial to overall staffing schedules.
- ❖ On Friday February 15th, Mr. Scordato will be conducting CPR certification for staff. Trustees are welcome to participate.
- ❖ BCCLS hired a full-time delivery supervisor. LibCal is a new calendar program offered through BCCLS which costs \$55 a year. LibCal tracks programming offerings and maintain records on registration, email sign-ups etc. Windows 7 will be unsupported as of January 2020. The computers could be upgraded to Windows 10 or new machines could be purchased as an upgrade. Ms. Hanlon suggested offering some computer classes. There is free chair yoga on Mondays and \$5 regular yoga on Thursdays.

- ❖ Annual Report: A draft of the 2018 annual report was presented. A variety of charts are included to demonstrate trends and how they will help formulate our future goals. Circulation had been buoyed by media circulation a decade ago. Netflix and Spotify are replacing that usage. Demand is still fairly strong for books. E-books constitute 7% of total circulation, but it is growing. He asked Trustees to review this report and send questions or suggested revisions via email. Mr. Metz asked about activities and how they are reported to NJ. A yoga series of 6 sessions is recorded as 6 individual programs with x number of attendees. Mr. Franz had been conducting the Maker Space programs weekly, but there has been a drop-in participation. He may refocus on instruction.
- ❖ Three signage quotations were distributed for discussion. None of these companies did the current exterior sign. Mr. Franz presented the low bid, American Woodcarving from Wayne, NJ with a request for slight modifications to the interior plaque. A motion was made by Mr. Harris to give Mr. Franz authority to contract American Woodcarving with the estimate given to us, Ms. Wertheim seconded. There was a unanimous vote of approval. The funds will come from the recent donation. Delivery and installation of signage will take 4 - 6 weeks. Mr. Franz suggested focus groups with town residents be held to solicit opinion regarding future services and programming as part of our strategic plan. Ms. Scordato asked if there will be a mailed survey. Mr. Franz indicated that should also be a priority.

New Business: Mr. Harris will be an ex officio member of all new committees as described above. No new business.

The Friends: No news.

The next Library Board meeting will be on February 11, 2019. Ms. Hanlon moved to adjourn the meeting, seconded by Ms. Wertheim. The meeting officially adjourned at 9:23 PM.

Respectfully submitted,
Deirdre Danaher
Recording Secretary