

## Hillsdale Free Public Library

**Board of Trustees**

**May 13, 2019**

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

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

*Excused: John Ruocco, Mayor*

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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 7:32 PM. A motion to approve the April minutes was made by Ms. Schepker, seconded by Ms. Scordato. Unanimous vote of approval.

Public invited to speak: No one was present.

President's Report: Mr. Harris:

- Mr. Harris thanked everyone who served on the Foundation Committee. They met twice since the April meeting to help prepare the bylaws that had been received from counsel. A draft of the bylaws was emailed to all trustees for their review. Mr. Metz re-ordered the bylaws, but not their content, and shared those later in the meeting.
- A Proclamation will be issued tomorrow evening at the Town Council meeting. It was suggested that the Proclamation be incorporated into a press release about the establishment of the Foundation and donors' gift. Mr. Harris would like the Commemoration Committee to consider how to introduce the Foundation to the community.
- Circulation increased; books are fairly solid and digital increased, i.e. from Overdrive.
- He thanked Ms. Lundy and Mayor Ruocco for the increase of \$18,000 to the budget based on the non-discretionary needs.
- *The Friends* are giving \$4,000 for this summer's reading program.
- A motion was made by Mr. Harris to allow the Library Board to authorize and approve the incorporators, in the absence of a new Foundation Board being put in place, to make the following expenditures: a). Pending attorney fees for work done on behalf of establishing the Foundation and development of the bylaws; b). Balance of amount due for the signage and installation; c). An amount, up to and not to exceed \$5,000, for new and expanded programming to kick off the establishment of the Foundation; d). Establish a bank account with a Treasurer elected by the Foundation Board. Ms. Miano and Mr. Harris will serve as signatories of said account. Seconded by Mr. Saslowsky. This motion was passed unanimously.

Treasurer's Report: Mr. Metz: The Library is fiscally sound. Income was over projections by approximately \$4,000. WL memberships were higher. Expenses were lower than projected.

Director's Report: Mr. Franz:

- Mr. Franz shared a recent list of programs and attendance patterns. Yoga had some attrition due to use of substitute instructors
- . He is eager to do more programming with the Foundation monies.
- He visited the new BCCLS Fair Lawn office; they will save approximately \$40,000 in yearly rent.
- Mr. Metz asked if there was any feedback about the new signs. The majority of library users have reacted very favorably. New programs and classes would be very welcomed by patrons.
- Budget: Thank you to the Finance Committee; the Borough is allocating an additional \$18,000 for non-discretionary increases. There remains a \$13,000 shortfall in the regular operating budget. With the monies from the Foundation for programming, the regular Library dedicated programming line will be reduced. The Board was informed that if the 1/3 mil should increase, which is based on a two year rolling average of actual home sales, the total cash support for the Library would be reduced, essentially keeping municipal support flat. Our staff are compensated less than some neighboring libraries. The new \$10. an hour minimum wage increase will take effect this July; it will increase incrementally up to \$15. an hour by 2024.
- Mr. Franz presented various scenarios for the \$13,000 shortfall. Proposed adjustments to the budget were highlighted. A motion was made by Mr. Harris to accept the adjustments to the 2019 budget as proposed this evening by Mr. Franz. So moved by Mr. Metz, seconded by Ms. Wertheim. Unanimous vote of approval.
- Ms. Schepker asked about the Foundation fundraising; Mr. Franz cautioned against fundraising in support of salaries and wages. However, the fundraising could enhance digital media, programming, and capital improvements. Mr. Harris and Mr. Metz provided clarification as to differentiated fundraising between *The Friends* and the Foundation. There will be a memorandum of agreement between *The Friends* and the Foundation; there will have to be ongoing communication between both entities.

The Bylaws of the Hillsdale Free Public Library Foundation:

Mr. Metz distributed the re-ordered bylaws; the content remains the same. The Foundation Board will adopt these bylaws. Within the document the Board of Trustees of the Foundation will herein be known as "The Board." References to the Library Board will explicitly state "Library Board." Specific sections were discussed in full.

The Board could empower the Foundation committee to make final minor non-substantive edits. A motion was made to accept the substance of the bylaws, as they have been presented to trustees this evening, Mr. Metz made the first motion, Mr. Harris seconded. Unanimous vote of approval.

The bylaws will be given to counsel for review and then sent to the Library Foundation, in a timely manner, for their consideration and adoption. The designated trustees and the incorporators need to attend that meeting. Mr. Metz and Mr. Harris have volunteered to attend.

Mr. Harris asked that two Library Board Trustees serve as volunteer members of the Foundation Board. Mr. Metz recommended that these two members serve a term of one year, subject to renewal. Mr. Harris called for volunteers. Mr. Metz and Ms. Miano volunteered. Their appointment received unanimous consent. All Trustees expressed their appreciation.

New Business: No new business.

The Friends: No one was present. Mr. Franz provided an update. *The Friends* will be adopting new bylaws. They will no longer consist of members; instead, there will be officers of *The Friends*, President, Treasurer and Secretary with the option of adding on a Vice-President.

The next Library Board meeting will be on June 10, 2019. Ms. Wertheim moved to adjourn the meeting, seconded by Ms. DiLorenzo. The meeting officially adjourned at 9:07 PM.

Respectfully submitted,  
*Deirdre Danaher*  
Recording Secretary