

## Hillsdale Free Public Library

Board of Trustees

October 21, 2019

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*In attendance were: Mary DeChiara, Liz DiLorenzo, Marie Hanlon, Warren Harris, Al Metz, Joanne Miano, Kathleen Scordato, Barbara Wertheim*

*Also present: David Franz, Director of the Library*

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

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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 7:31 PM. A motion to approve the September minutes was made by Ms. Scordato, seconded by Ms. Wertheim. Unanimous vote of approval.

Public invited to speak: No one was present.

President's Report: Mr. Harris:

- ✚ He cordially welcomed Ms. Mary DeChiara as the new liaison for the Hillsdale Public Schools, representing Superintendent of Schools, Mr. Robert Lombardy.
- ✚ The Strategic Planning Committee met. Mr. Metz shared the updated draft of the goals, objectives and action plans. Mr. Harris shared some of the goals. The Strategic Plan has not been revised since 2012. The committee will review and distribute the copy to the full Board for the December meeting.
- ✚ Hillsdale Festival Day went well and he thanked the volunteers who staffed the Library table and to Mr. Franz for the organization. A number of people stopped at the table. Mr. Franz suggested getting a costumed character for next year to generate more attention. The band was excellent.
- ✚ Yesterday was the kick-off event for the Library Foundation. Mr. Harris thanked Mr. Franz for organizing it. The children's storyteller was excellent as was the jazz quartet. People filled out a survey; about 80-100 people attended in total. Mr. Harris spoke with Mr. Weir, from *The Friends*, and they are considering hosting an ethnic food tasting day.
- ✚ Digitalization has been the trend as our own Library statistics can attest to.

The Foundation: Mr. Metz spoke about a library in Colorado that sponsored an Olympics spread all over the town over three weekends. Residents said it was highly engaging for all age groups. The Foundation still awaits the 501c3 approval.

Treasurer's Report: Mr. Metz: The Library is fiscally sound. Net income shows approximately \$13,000 through September. WL memberships have increased slightly YTD. Expenses are in line with budgeted projections, 96% of the YTD budget. We will be receiving approximately \$8,000 in cash support more than anticipated after the June revision. Ms. Miano asked about *The Friends* income and support line; those amounts will equalize by December 31<sup>st</sup>. The Foundation will maintain their own separate bookkeeping. The donation bequest has not been spent and Ms. Miano asked if that should be moved to a cash management account for future spending. Mr. Metz asked if an IRS agent has been assigned

for the 501c3; we did receive a letter from them, but there still is no timetable. Mr. Harris briefly explained the difference between *The Friends* and The Foundation to Ms. DeChiara.

Director's Report: Mr. Franz:

- ✚ A letter was transmitted to the Mahjong group.
- ✚ BCCLS passed the budget for 2020 for their 77 libraries. They approved automatic renewals beginning on 2-14-20; Hillsdale set it for two renewals as long as no one is waiting for the item. Libraries have some local jurisdiction to classify their materials individually.
- ✚ The State elevator inspector came in August, 7 months late. The fire door required trimming, as it was striking the tile floor. ThyssenKrupp: \$1,527 is the replacement cost for a new elevator phone as the current one has heavy static. Mr. Metz moved to accept that quote for the elevator phone unless Mr. Franz receives a quote that is 30% lower. Ms. Miano seconded. Unanimous vote of approval.
- ✚ Mr. Franz will be happy to meet with Ms. DeChiara to explain the budget.
- ✚ Mr. Franz recently met with the donor, Mr. Paul Gross. They discussed his vision for future programming. Mr. Franz presented him with the town's Proclamation and Mr. Gross gave Mr. Franz the second installment of the donation. A letter will be sent to him on behalf of the Board and the Foundation.

New Business: Mr. Franz shared and discussed the lengthy 2020 proposed budget. He delineated a number of line item changes and a lengthy discussion ensued. We are requesting an increase to the budget from the borough due to shortfalls in some income categories. Salaries and wages are the greatest challenge. He presented three scenarios to the budget with the increase in minimum hourly wages for staff. There is a slight decrease of \$3,000 for anticipated fines, particularly due to the upcoming automatic renewals policy. Digital is 10% of our circulation and there are no overdue fines on digital items. The Net Lender grant is not built into this budget; it is always contingent on the Freeholders grant to BCCLS. No change to the WL memberships, contingent on no changes to Woodcliff Lake's library policy. The BCCLS bill is lower by approximately \$2,000. The budget will be approved, after considerations by the Library Board, in November, and then will be presented to the Borough in December.

The Friends: No one was present.

The next Library Board meeting will be on Veteran's Day, November 11, 2019. Ms. Hanlon moved to adjourn the meeting, seconded by Mr. Metz. The meeting officially adjourned at 9:10 PM.

Respectfully submitted,  
*Deirdre Danaher*  
Recording Secretary