

Hillsdale Free Public Library

Board of Trustees

September 9, 2019

In attendance were: Liz DiLorenzo, Marie Hanlon, Warren Harris, Joanne Miano, Carol Schepker, Kathleen Scordato, Barbara Wertheim

Also present: David Franz, Director of the Library

Excused: John Ruocco, Mayor, Abby Lundy, Liaison to Council, Al Metz

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 7:37 PM. A motion to approve the July minutes was made by Ms. Wertheim, seconded by Ms. DiLorenzo. Unanimous vote of approval.

Public invited to speak: No one was present.

President's Report: Mr. Harris: He welcomed everyone back after the summer. The Strategic Planning sub-committee (Mr. Harris, Ms. Scordato, Ms. Wertheim, and Mr. Metz) met several times. The previous Strategic Plan was revised in 2012. They discussed goals, objectives and plans. Mr. Harris delineated a few highlights of their proposed five-year plan and how they envision the Library adapting to the future.

The Foundation: Form 1023 was filed in July, which allows the Foundation to be a non-profit organization; approval could take several months.

Hillsdale Festival Day will be this Saturday, September 14, in Beechwood Park and as always, the Library will have an informational table. Set-up will be by 11 AM and some of the Library Trustees will kindly volunteer at the table.

Treasurer's Report: Mr. Franz: On behalf of Mr. Metz, the Library is fiscally sound. Expenditures are in line with budgeting. Woodcliff Lake memberships are coming in as budgeted. The \$5,000 bequest is currently listed under unrestricted donations. Mr. Harris thanked Ms. Schepker for her donation of beach bags for the Library fundraising. The Borough Administrator notified Mr. Franz that the Borough Council is going to pass a resolution that will not require a vendor to provide certification on bills of less than \$5,000. Mr. Franz suggested that Board Trustees review the Library Finance policy in the near future.

Director's Report: Mr. Franz:

- He shared a select menu of Fall programs, from a broader range of programming for children, teens and adults. He re-marketed the titles of categories which will color-coordinate with individual flyers, i.e. Thrive represents Health & Wellness, Watch represents movies, Listen represents music programs. Think It, Make It, Share It is the rebranded MakerSpace Wednesday.
- The Foundation will meet on September 10.

- The Family Fun Day & Foundation Kick-Off will be on Sunday, October 20, from 1-4 PM. A variety of activities and refreshments are planned.
- A suggestion was made to host the gaming day on Fridays as there are many other programs being held on the other days; Library programs supersede any open gaming and space is at a premium. The study rooms have a one hour time limit. Mr. Harris will draft a letter of response to the mahjong group. Ms. Hanlon stated that there is a definite need for a Community Center.
- Mr. Franz will be presenting a draft of the 2020 budget at the October meeting.
- One staff member was re-classified as a substitute; he publicized the position. He has already interviewed several candidates, but the salary scale is challenging. Trustees said that the salary limits need to be taken into consideration for the 2020 budget. The deliveries are now coming in earlier at 9:30 AM, so he needs staff there to handle that.
- If the Library were to host an event at which alcohol was served it would require a contract with an outside vendor who would obtain an off-site permit. For any fundraising events, the Foundation would have to work with this requirement.
- There is a need for the Foundation to have its own URL and website. Mr. Franz provided some suggestions.
- Mr. Franz informed the Board about an incident with a patron. Ms. DiLorenzo said that mental health training has been given to our law enforcement and they are very supportive. Mr. Franz will ask a police officer to do a walk-through during any future incidents.

New Business: No new business.

The Friends: No one was present.

The next Library Board meeting will be on October 21, 2019. Ms. Scordato moved to adjourn the meeting, seconded by Ms. Miano. The meeting officially adjourned at 8:51 PM.

Respectfully submitted,
Deirdre Danaher
Recording Secretary