

Hillsdale Free Public Library

Board of Trustees

November 11, 2019

In attendance were: Mary DeChiara, Liz DiLorenzo, Marie Hanlon, Warren Harris, Al Metz, Carol Schepker, Kathleen Scordato, Barbara Wertheim

Also present: David Franz, Director of the Library

Excused: Joanne Miano, John Ruocco, Mayor, 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 7:32 PM. A motion to approve the October minutes was made by Ms. DiLorenzo, seconded by Ms. Hanlon. Unanimous vote of approval.

Public invited to speak: No one was present.

President's Report: Mr. Harris:

He thanked Ms. Scordato, Ms. Wertheim, Mr. Metz and Mr. Franz for serving on the sub-committee to update the Strategic 5 Year Plan. The draft has five goals, multiple objectives, and envisions the library over the next five years; it should be a living document, able to be updated if desired.

Goal #2 discusses the physical plant and how it could be repurposed to create an even warmer and more welcoming environment.

- ❖ Libraries are being utilized differently from five to ten years ago, so to that end, the committee recommended retaining a professional to see if the internal space could be restructured/redesigned for greater benefit.
- ❖ For the exterior, consider re-landscaping the property, and use the patio with an awning. Parking lot improvements cannot be paved over due to EPA regulations, but there may be new porous materials that may allow for better water drainage and smoother surface.
- ❖ Other recommendations: Optimize computer technology, explore establishing a business information center, enhance artistic and cultural activities, collaborate with community organizations, enhance digital interests, and increase the public's awareness of our resources.
- ❖ Increase the funding, via *The Friends* and The Foundation. Work with our local leaders. Maintain levels of salary compensation.

Ms. DiLorenzo stated that the draft of the strategic plan was very impressive; it addressed life-long learning and areas crucial to our community. Mr. Metz suggested adding 'teens' in with adults and children.

Mr. Harris moved that the Board approve the draft of the Hillsdale Library 5 Year Strategic Plan, subject to minor revisions. Mr. Metz made a motion to approve, Ms. Wertheim seconded. Unanimous vote of approval.

Ms. Schepker is going to the workshop for Library Trustees at the Mahwah Library. It was suggested that one Trustee attend each of the three available workshops.

The Foundation: Mr. Harris: A letter was received on 10-23-19 from the IRS asking for a few modifications to the Articles of Incorporation. Those were modified and sent back, and the approval should be forthcoming.

We need to prepare a gift policy and a policy with naming rights in coordination with *The Friends* and with The Foundation. Mr. Metz drafted a gift policy last year based on several other libraries. Two different naming policies were discussed. Mr. Harris suggested that Mr. Metz prepare a draft of these policies for discussion at the next meeting.

71% of our budget is salaries and benefits.

Treasurer's Report: Mr. Metz: The Library is fiscally sound. Mr. Metz stated that we are slightly above budget YTD. He delineated individual line items. Mid-year, the Board had modified the budget with reductions, but the Library will be receiving \$8,897 more than anticipated. Mr. Franz suggested reallocating those funds to restore the lines reduced mid-year. Mr. Harris moved to reallocate those funds to zero out the budget at the end of the year. Mr. Harris made a motion to approve this budget modification, Ms. Hanlon seconded. Unanimous vote of approval.

Director's Report: Mr. Franz: He discussed key elements of his report:

- Circulation was presented in a detailed chart. For example, large print has been extremely popular. Digital circulation has been increasing, including Hoopla (we pay per click), Zinio (shared with BCCLS – they buy Zinio), Overdrive (we pay BCCLS to support the group collection, but specific items can be purchased by Hillsdale). Overall cost per circulation for two years of digital is \$1.06. Mr. Harris asked if it would be prudent to shift more spending to digital. Mr. Franz has always aimed to allocate collection development funds to mirror borough demographics by age range.
- Mr. Franz discussed favorable interest rates from local banks; Oritani is one bank of note. January would be the time to move accounts if the Board so votes.
- The elevator telephone quote will be forthcoming.

2020 Budget: Mr. Franz presented the budget for consideration. A lengthy discussion ensued. The flood insurance is a given; we are insured for \$500,000, our yearly cost is \$23,000. Some town contracts are being renegotiated, so they potentially could increase and impact our budget. Mr. Harris said that we need to be competitive salary wise vs. other libraries. Our Library doesn't pay anyone to set up/break down furniture for events; other libraries have a PT maintenance person.

The Johnson Statute was beneficial to the Mahwah Library, but other libraries may find public support for increased funding more difficult to achieve.

Mr. Franz was given direction to make some revisions to the budget for final discussion in December.

He asked for permission to close the Library for the hours of the Borough holiday party and all were in agreement.

New Business: None

The Friends: No one was present.

The next Library Board meeting will be on December 9, 2019. Ms. DeChiara moved to adjourn the meeting, seconded by Ms. Hanlon. The meeting officially adjourned at 9:06 PM.

Respectfully submitted,
Deirdre Danaher
Recording Secretary