

Hillsdale Free Public Library

Board of Trustees

December 9, 2019

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

Also present: David Franz, Director of the Library,

Excused: John Ruocco, Mayor, Abby Lundy, Liaison to Council, Kathleen Scordato

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 7:36 PM. A motion to approve the November minutes was made by Ms. Schepker, seconded by Ms. Hanlon. Unanimous vote of approval.

Public invited to speak: No one was present.

President's Report: Mr. Harris:

- Mr. Metz, Ms. Schepker and Mr. Harris attended a Library seminar "Hot Topics for Trustees". The three workshops included: How to keep town government engaged. The second was a presentation by The Friends of the Mahwah Library regarding the Johnson Amendment, in which a town can hold a referendum to increase funding to the Library. The Friends of the Mahwah Library were successful in that pursuit. Mr. Harris believes that they were planning their referendum strategies for a year, and the referendum was held in an off-year election. They campaigned for a 13% increase and it was passed, equaling \$250,000. Their marketing was clever and strategic. The third session was about foundations. Consensus was that *The Friends* groups were instrumental with fundraising. Other fundraising formats were shared, i.e. the Rutherford Library Foundation.
- Trustees named to the Nominating Committee are: Ms. Wertheim, Ms. Schepker, Ms. Scordato and Ms. DiLorenzo. Officers will be selected in January 2020. All current officers are available to continue next year; a trustee can't serve in one position for more than three consecutive years.

The Foundation: Mr. Harris: The Foundation has received their 501(c)(3) approval from the IRS.

Treasurer's Report: Mr. Metz: The Library is fiscally sound.

Director's Report: Mr. Franz:

- Last month, the trustees approved the Strategic Plan; he presented a modified version for the public and website.
- He explained the Macmillan e-books purchasing policy and BCCLS's boycott response, part of a nationwide protest.
- The elevator phone was replaced. Other maintenance repairs were completed.

- He shared details of the Foundation's expenditures as well as lectures and performances hosted by the Library and attendances thereof.
- Mr. Franz is analyzing library space utilization and that will be useful in space planning for the future.
- He will be reviewing all job descriptions early next year as well as goal setting with each full-time staff member. He will be developing flow charts for each constituency. The staff has suggestions for future programming.

2020 Budget:

- The Trustees discussed and evaluated the proposed budget, with possible repercussions. Home values and the 1/3 mil are derived from a two-year rolling average.
- Mr. Franz modified the budget by 3% to reflect an increase in collection development and increased the budget line for repairs and maintenance. He brought pages' salaries up to \$10 mid-year and they remain at that, the NJ minimum wage law applies to those aged 18 and over.
- He added an additional paragraph in the Executive Summary about preservation of funds and the supplemental funding support from *The Friends* and The Foundation which will vary from year to year or may change mid-year. Mr. Metz suggested adding another paragraph to describe the Foundation's budgetary projection/range for the next year. Mr. Harris shared some suggestions from the Mahwah Library to be shared with our Mayor and Council. There is a new Borough Administrator and the Foundation's goals need to be clearly articulated to him and the Borough. Trustees stated that many residents that they have spoken with are unclear about the Foundation's intent.
- Ms. Miano asked if Library staff are obligated to use Blue Cross Blue Shield. They are part of the borough, so those are the rates that are offered to state and local entities.
- A motion to approve this 2020 budget as submitted by Mr. Franz was made by Mr. Harris, Ms. Schepker seconded. Unanimous vote of approval.

New Business: Meeting dates were shared for the 2020 calendar. Mr. Metz shared a draft of the gifts and donation policy. Mr. Harris wished everyone a very Happy Holiday!

The Friends: No one was present. Mr. Franz shared a letter from the Lantry family. They donated \$4,500 in memory of their daughter Elizabeth to *The Friends*. A digital learning platform, O'Reilly Learning, was their suggested use of the donation. Mr. Franz is researching that.

The next Library Board meeting will be on January 13, 2020. Ms. Hanlon moved to adjourn the meeting, seconded by Ms. DiLorenzo. The meeting officially adjourned at 8:51 PM.

Respectfully submitted,
Deirdre Danaher
 Recording Secretary