

Hillsdale Free Public Library

Board of Trustees

January 13, 2020

In attendance were: Mary DeChiara, Elizabeth DiLorenzo, Marie Hanlon, Warren Harris, Al Metz, Joanne Miano, Carol Schepker, Kathleen Scordato

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

Excused: John Ruocco, Mayor, Barbara Wertheim

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 December minutes was made by Ms. Hanlon, seconded by Ms. Schepker. Unanimous vote of approval.

Public invited to speak: No one was present.

President's Report: Mr. Harris: Reflecting on the past year, The Foundation was formed and he gratefully acknowledged members' assistance. The Foundation by-laws were written and reviewed; the 501(c)(3) was approved and they had a successful kick-off in October. The addendum for the Foundation was signed by Mr. Mulè and sent to Mr. Gross. An initial report was written by Mr. Franz to delineate how the Foundation monies are being used. The Strategic Plan was written and will be discussed with Library staff shortly. Space reconfiguration is a short-term priority. Mr. Metz shared the "gift and donations policy". Mr. Harris deferred the rest of his comments to the general meeting.

The Foundation: Mr. Harris: (see above) Mr. Franz received approval to allocate up to \$5,000 for programming over the next three months, but did not want to limit a yearly amount. Much more programming will take place in March. The Foundation Board would like him to aggressively pursue enlarging the distribution email list as well as circulating a survey to residents. There is a Chrome laptop at the front desk for this purpose as well as surveys; a link is also on the website.

Treasurer's Report: Mr. Metz: The Library is fiscally sound. He discussed various line items. WL memberships netted about \$5,000 more than budgeted. The bequest of \$5,000 is currently in the operating account; Mr. Franz asked about possibly moving it to the NJ Cash Management Account. Mr. Metz suggested presenting an assets and liabilities statement separate from the budget; Ms. Miano suggested separating out the donations.

Nominating Committee: Ms. Scordato: In collaboration with her sub-committee members, she presented the slate of officers for 2020: Mr. Harris, President; Ms. Joanne Miano, Vice President; Ms. Kathleen Scordato, Secretary; and Mr. Al Metz, Treasurer. Ms. Scordato made a motion to approve this 2020 Slate of Officers; seconded by Ms. DiLorenzo. Unanimous vote of approval.

Director's Report: Mr. Franz: He thanked everyone for their dedication to the Library Board this past year.

- ❖ Fine Free Libraries: The American Library Association is calling fines “barriers to access”. He discussed recently adopted policies by some, but not all, of the BCCLS libraries. This has been a current topic nationally. There will be a presentation in the Spring on this for Trustees. Mr. Franz analyzed Hillsdale Library card users for usage, fines, blocks, etc. Ms. Scordato suggested having an Amnesty month to reduce fines. The collection of fine revenue has fallen over the last few years with the decline of DVD circulation. Mr. Metz suggested the library not change its policy at this time.
- ❖ Ms. Hanlon graciously donated all of her Oops cards to be given specifically to Seniors to cover their overdue fines.
- ❖ New storage shelving has been installed on the 3rd floor.
- ❖ Recycling: Ms. Miano said that there will be a recycling presentation/initiative on 1/20 at the Borough office. Mr. Franz asked the Board about the Library hosting recycling boxes for particular items (we have had recycling for the American Legion for flags). Mr. Franz will get more information for a possible pilot program. Ms. DiLorenzo said that it would also bring residents here to the Library. Batteries, eyeglasses were other ideas in identified bins.

2020 Budget: Part-time staff received raises keeping pace with the rise in minimum wage. Mr. Franz spoke with full-time staff about salaries and other compensations that impact them only. He will be examining job descriptions and conducting staff evaluations this year. A letter from some staff was shared and discussed and Mr. Harris will write a response on behalf of the Trustees.

Mr. Metz distributed a draft of the Gift and Donation's Policy and a model of suggested ways to memorialize donations. Mr. Harris suggested that Mr. Metz discuss this with Mr. Gary Weir and *The Friends* as well as The Foundation. Mr. Harris made a motion to share this draft with *The Friends* and The Foundation, seconded by Ms. Miano. Unanimous vote of approval.

New Business: None

The Friends: No one was present.

The next Library Board meeting will be on February 10, 2020. Ms. DiLorenzo moved to adjourn the meeting, seconded by Ms. Schepker. The meeting officially adjourned at 9:04 PM.

Respectfully submitted,
Deirdre Danaher
Recording Secretary