

## Hillsdale Free Public Library

**Board of Trustees**

**March 9, 2020**

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

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

*Excused: Al Metz, Carol Schepker, John Ruocco, Mayor*

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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 7:36 PM. A motion to approve the February minutes was made by Ms. Scordato, seconded by Ms. DiLorenzo. Unanimous vote of approval.

Public invited to speak: No one was present.

President's Report: Mr. Harris:

- ✚ He thanked Mr. Franz for the very thorough Annual Report. The Fast Facts are very impressive! Hillsdale Library remains the leader in circulation among neighboring libraries.
- ✚ There will be challenges with the proposed budget. This will be discussed later in the meeting. There is a \$13,000+ shortfall.
- ✚ Covid-19 (Coronavirus) : Will be discussed later in the meeting. Mr. Franz shared an information sheet from the Glen Ridge Library. Mr. Franz will be making an announcement to the public. Our first policy statement will be that we follow guidance from state and local agencies. The second contingency will be if local schools close, particularly elementary schools. The Hillsdale School Superintendent takes his directives from the County and ultimately, the NJ State Commissioner. Frequent hand washing will be recommended to patrons and wipes and hand sanitizer will be made available throughout the library.

Treasurer's Report: On behalf of Mr. Metz, Mr. Franz stated that the Library is fiscally sound and we are on target with all budgeted lines.

Director's Report: Mr. Franz:

- ✚ We provide Westwood Library with \$2,000 for the membership fee for ESL and literacy instruction, all provided by volunteers.
- ✚ Automatic renewals will affect circulation statistics.
- ✚ BCCLS forwarded a portion of the County grant from the net lenders grant; \$2,400 which is unanticipated income.
- ✚ Personnel: Ms. Sheeran will be moving; she will be greatly missed as she was instrumental in programming and designed the requisite advertising, flyers, and graphics for the various media outlets. She has been at the Library since 2012.
- ✚ Some repairs were made to the main door lock and bathroom toilet.

- ✚ The new Borough Administrator is seeking capital projects that the Library can plan for long-term. Mr. Franz would like a formal review by an outside company for all of the mechanical/utility control systems. The roof needs to be considered. Some of the bricks need repointing. One of the toilets needed to be removed and snaked out to remove an obstruction. Toilets may eventually need to be replaced.
- ✚ The annual report to the NJ State Library was completed and submitted.
- ✚ He shared a running list of all programs, cost and attendance supported by The Foundation through June. The community building from many of these programs is very positive.
- ✚ Mr. Franz shared what services are offered from eight neighboring libraries for databases, digital media content, learning platforms and museum passes.

2020 Budget: We are facing a \$13,000 shortfall based on the Borough's estimated funding. They did not reduce us to 1/3 mil. \$150,000 of the Foundation's monies are invested in a 2% CD for a year. A lengthy discussion ensued as to where budget cuts could be made. Computer use is down, but income from the printers is up. Mr. Harris asked about the telephone costs and Mr. Franz will look into that (currently our services are bundled). The budget has been consistently reduced over the past few years for adult media; there is still a demand for new DVD releases. Ms. Scordato suggested reorganizing the hours of the Children's Room. Circulation rates for our Children's room is far greater than many of our neighboring libraries. We circulate approximately 300-500 teen books per month. One suggestion was to reduce some of the periodicals; we circulate 150 magazines a month. Readership in that category has decreased. Mr. Franz anticipates making cuts to the collections line.

The Foundation: Mr. Harris and Mr. Franz: The next meeting is scheduled to be on March 18<sup>th</sup>. Mr. Franz will be requesting continued support for programming as well as digital support for when the Library is not open. Additional requests would be for Kanopy. He dropped the NY Times digital (\$1,170). In exchange, he would like to pick up Ancestry.com. HeritageQuest is a lesser version offered by the State Library. He will also be requesting funding for an expansion of Hoopla and plantings to beautify the exterior.

The Friends: No one was present.

New Business: The discussion about the Gifts and Donation policy was tabled for this evening.

Mr. Harris asked about the Strategic Plan and that has been uploaded to the Library website. The financial disclosure form opens the end of this month and all Trustees must complete that by the end of April.

The next Library Board meeting will be on April 13, 2020. Ms. Hanlon moved to adjourn the meeting, seconded by Ms. DeChiara. The meeting officially adjourned at 9:00 PM.

Respectfully submitted,  
*Deirdre Danaher*  
 Recording Secretary