

## Hillsdale Free Public Library

**Board of Trustees**

**May 18, 2020**

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*In attendance were: Mary DeChiara, Elizabeth DiLorenzo, Warren Harris, Al Metz, Joanne Miano, John Ruocco, Mayor, Carol Schepker, Kathleen Scordato, Barbara Wertheim*

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

*Excused: Marie Hanlon*

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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. Virtual meeting directions appended below.

The virtual meeting was called to order at 7:41 PM. A motion to approve the April 20, 2020 meeting minutes was made by Ms. Miano, seconded by Mayor John Ruocco. Unanimous vote of approval.

Public invited to speak: Present this evening was Ray Wiss, Esq. He is the labor attorney for the Borough of Hillsdale.

John, a member of the public, was present. Staff members were present. No comment from the public.

President's Report: Mr. Harris: We are entering the third month of the COVID-19 pandemic and we are very much experiencing the effects of this in all aspects of our lives.

The Hillsdale Borough Council will be postponing cash support payments, possibly until the end of the year. The COVID-19 Committee met on 5/6/20 and 5/13/20 to discuss the budget, staffing and what the Library will look like when it re-opens. Because the Library is not receiving this anticipated quarterly cash support, and the Library will be closed for the near future, the Hillsdale Free Public Library Board of Trustees will have to make some strategic decisions. The Borough Council adopted a budget for 2020 with a total cash support for the Library of \$713,000; however, support in excess of the 1/3 mil rate may be withheld, possibly until the end of the year. The Borough's statutory required support for 2020 is \$620,937, resulting in a potential shortfall for the Library of \$92,063. Governor Murphy announced today that a number of retail stores and libraries would be the next to re-open in phase 2; however, there is no definitive timetable. The Board of Trustees has been closely following announcements from our Borough as well as from Governor Murphy. The Library can only forecast re-opening possibly with curbside pick-up with a possible limited re-opening. Mr. Franz responded to a clarification on the support from the borough. The Borough Administrator would possibly hold off the cash support until the end of the year. \$620,937 would be paid in quarterly payments at the 1/3 mil rate; the remainder of the funding is contingent on the Hillsdale Borough cashflow, one cannot project for the 3<sup>rd</sup> and 4<sup>th</sup> quarters. Ms. Lundy stated that the Library received the first quarterly check of \$38,611.

Treasurer's Report: Mr. Metz: Income is down about \$1,600 from what was budgeted YTD. We have not received income from normal operations. The BCCLS grant and a donation have helped to ameliorate that. Expenses are down, because of operations, utilities, and collection development. Other income and expenses: \$1,000 donation from the American Legion. One additional donation from the American Legion line item is an expenditure for books on American History. The donation from the Library Foundation was received and deposited in support of programs. *The Friends* line item shows an expense for DVDs for the Foreign Film program and will be reimbursed by *The Friends*. He deferred the rest of his comments to the general meeting.

Director's Report: Mr. Franz: He acknowledged that some Library staff are present at the meeting. They have engaged in many meaningful activities, indexing the local digital newspaper archive, cleaning up the patron database, the bibliographic database, and attending professional development webinars to help them serve the public; he gratefully acknowledged their dedication and work. He thanked Mr. Harris for laying out the challenges that are being faced. Mr. Franz showed YTD expenses, things that must be paid etc. Presently, the Library faces a gap of \$67,000. Most services have already been expended or are contractual, i.e. BCCLS memberships and utilities. He tried to reduce expenditures for supplies, but does not know anticipated COVID-19 related PPE expenses, plexi-glass, disinfectants, etc. Traditional revenue sources are generated from operations, i.e. used book sales, overdue fines, memberships from Woodcliff Lake (traditionally, that is budgeted at \$20,000; historically, we have received approximately \$25,000 annually). Mr. Franz cannot predict what Woodcliff Lake will do with their library reimbursement program. Some members of the public may not wish to borrow materials shared by the public. Currently, Mr. Franz has frozen the purchase of books and media. Other line items could be a reduction in staffing, a reduction in hours, or tapping into the NJ Cash Management account, which he is not recommending.

Mr. Harris stated that we will have to discuss issues regarding personnel and we will need to make a motion to go into a closed session. We do not have full consent to remain in open session.

Mr. Harris asked for a motion to go into executive closed session to discuss staffing and personnel issues which have been brought about by this dire situation. A motion to go into closed session was made by Ms. Scordato, seconded by Ms. Wertheim. Unanimous vote of approval. Everyone must hang up and redial into the codes for a closed session. The open session closed at 8:06 pm.

Closed session: Began at 8:12 PM:

Open Session: At 8:45 PM, the meeting reconvened in open session.

Mr. Harris made a motion that The Board of Trustees of the Hillsdale Free Public Library shall furlough the library assistants and pages for an indefinite period of time effective by close of business on Friday, May 22, 2020. A motion was made to approve by Ms. Miano, seconded by Ms. Schepker. A roll call vote was taken. All Trustees present affirmed the resolution and the motion was approved.

Mr. Franz will inform the affected staff, in consultation with Mr. Wiss. Mr. Wiss left the meeting at 8:50 PM.

Mr. Franz stated that the COVID-19 Committee should meet again prior to June 8, 2020, the next regularly scheduled Board meeting. Mayor Ruocco said that our Borough Administrator might be more inclined to give more appropriations to the Library, pending future revenues. Mayor Ruocco stated that re-opening is contingent on Governor Murphy's phased-in actions.

The next Library Board meeting will be on June 8, 2020. Ms. Schepker moved to adjourn the meeting, seconded by Ms. Wertheim. The meeting officially adjourned at 8:58 PM.

Respectfully submitted,  
*Deirdre Danaher*  
Recording Secretary

The May Meeting of the Board of Trustees is rescheduled for Monday, May 18 at 7:30 p.m. via remote teleconference.

Hillsdale Library Board of Trustees - Monday, May 18 - 7:30 p.m.

Mon, May 18, 2020 7:30 PM - 9:30 PM (EDT)

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