

Hillsdale Free Public Library

Board of Trustees

August 10, 2020

In attendance were: Elizabeth DiLorenzo, Warren Harris, 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: Mary DeChiara, Marie Hanlon, Al Metz

Mr. Harris called to order a virtual 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 are appended below.

The virtual meeting was called to order at 7:39 PM. A motion to approve the July 13 and July 29, 2020 minutes was made by Mr. Harris, seconded by Ms. Schepker. Unanimous vote of approval.

Public invited to speak: No member of the public was present.

President's Report: Mr. Harris: He thanked Mr. Franz, Cindy, Debbie, and the part-time staffers, who returned the past week, for keeping the Library running. The Library reopens to the public on Monday, August 17. The Board wants the staff and public to feel safe and comfortable with the protocols that were approved by the Library Board of Trustees ensuring a safe re-opening. New Jersey's percentage of COVID-19 cases are low compared to many other states. As per NJ's rule, no more than 25 people are allowed in a public gathering space. There will be a limitation of operating hours; curbside pick-up will continue. Ms. Wertheim asked if it was 25% capacity of the building, but last week, Governor Murphy stated it would be 25 people. Mr. Franz will scale back from 8 to 6 children in the Children's Room.

Personnel Policy: Mr. Harris would like to form a committee to fully review this policy. Volunteers include Ms. DeChiara, Ms. Miano, and Ms. DiLorenzo. The policy currently states that for every 3.5 hours worked, a part-time employee would get a fifteen minute break. Mr. Franz would like to ensure that staffers could combine their two fifteen minute breaks to make one half hour continuous paid break should they work a seven hour shift. Mayor Ruocco asked if staffers get a paid lunch hour. Paid lunch hour is explicit for full-time employees. Full-time employees work seven hours plus one paid hour break for lunch or dinner. Additionally, full-time staff are entitled to two fifteen minute breaks. Mr. Harris made a motion to approve the proposed change to the Personnel Policy that allows for a continuous half hour paid break for part-time staff working a seven hour shift. Seconded by Mayor Ruocco. Unanimous vote of approval.

Treasurer's Report: Mr. Franz spoke on behalf of Mr. Metz. Mayor Ruocco asked for a clarification on the YTD column. The annual budget column is the most critical. The Borough cash support check will be coming based upon the revised budget.

Director's Report: Mr. Franz: Mr. Franz met with all staff last week to discuss the agreed upon re-opening protocols. There was some initial apprehension among employees. Mr. Franz will be circulating throughout the day monitoring staff and patrons to ensure safety and to maintain the smooth flow of patrons in and out of the Library.

Mr. Franz said that anecdotally, a lot of residents were book-swapping while the Library was closed; patrons have been grateful for the curbside service. Libraries have filled the gaps during the pandemic; Hillsdale's circulation of e-books greatly increased. The coffee machine and water fountains have been turned off. One bathroom on the main floor will be accessible.

An announcement about the re-opening will be on the Library website and has been sent to the local newspapers.

The next regularly scheduled Library Board meeting will be on September 14, 2020. Mayor Ruocco moved to adjourn the meeting, seconded by Ms. Wertheim. The meeting officially adjourned at 8:13 PM.

Respectfully submitted,
Deirdre Danaher
Recording Secretary

Board of Trustees – Hillsdale Free Public Library
Mon, Aug 10, 2020 7:30 PM – 9:30 PM (EDT)

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