

## Hillsdale Free Public Library

**Board of Trustees**

**September 14, 2020**

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

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

*Excused: Marie Hanlon, Al Metz, Kathleen Scordato*

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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 7:34 PM. A motion to approve the August 10, 2020 minutes was made by Ms. Wertheim, seconded by Ms. DiLorenzo. Unanimous vote of approval.

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

President's Report: Mr. Harris: Mr. Harris expressed his concerns for the ongoing safety of our Trustees. The Library reopened to patrons, including curbside pickup, with all safety protocols in place. On behalf of the Board, Mr. Harris sincerely thanked Mr. Franz, Debbie, and Cindy for their continued dedicated work to make this reopening manageable. The Library continues to function with a curtailed budget, and he hopes that the Borough will continue to support the Library. The current Strategic Plan will be examined for future planning.

Treasurer's Report: Mr. Harris and Mr. Franz spoke on behalf of Mr. Metz. The Borough cash support check falls within the 1/3 mil and will be issued in the near future; cash flow remains positive.

Director's Report: Mr. Franz:

- Mr. Franz stated that the only reopening issues involved some patrons not being aware of the operating hours/days of closure; all information has been posted on the Library's website. The public is deeply appreciative of the Hillsdale Library being open as some neighboring libraries remain closed. Repeat customers want to regularly use the computers, copy and fax machines.
- Mr. Franz stated that he and Cindy serve as public notaries and both have renewed their licenses.
- The Monday Book Group has been in existence for over 40 years and met at members' backyards during the pandemic. Today, 11 members appreciated meeting on the Library's patio. It is anticipated that there will be indoor requests for meeting space as the weather gets colder.
- The BCCLS computer system kept changing due dates. Overdue fines have been waived up until now. We rely on fines as a source of income; this will be considered at the

October meeting. There has been increased revenue from printer and copy machine usage.

- Personnel Committee continues to work on policy review.
- The internal fiscal policy was previously shared with Mr. Metz, Treasurer.
- The American flag accidentally was not lowered on 9/11 because the Library was closed that Friday. The flag is lit at night.
- Mr. Franz would like to invite some prominent Hillsdale residents to do short readings of picture books and record the readers. Waldwick did this in 2006 (pictured with their favorite book on Read posters). Ms. Lundy said that she already has some heads of departments lined up.
- The elevator telephone line is faulty; cost estimate \$800.
- Occasionally, a florescent ballast goes dead which can be replaced with an LED light. Mr. Franz would like to upgrade these lights, over time, to LEDs. They are more efficient and will last longer.
- He replaced the color/laser fax machine in his office with a black and white one, resulting in a net cost savings on future toner costs.
- In 2021, operating under the 1/3 mil will be a challenge for the Library. He appreciates the continued support from the Borough.
- Mr. Franz is meeting with The Foundation on Wednesday and will present some ideas. Programming will be challenging during the pandemic.
- Library card renewals have focused on the use of digital media. Digital media usage has continued to increase and has been especially beneficial to patrons while quarantining. Tracking differentiation between adult and children's digital circulation is not available, but circulation for genre can be tracked. Compared to other libraries, Hillsdale's overall circulation has been higher.
- Mr. Harris asked if there is a supply of spare face masks in case a patron forgets. Yes, staff can supply them on an ad hoc basis.
- Patrons are responsible for cleaning the computer and surrounding area before and after usage with sanitizing wipes. Six computers are available, and the others were removed to facilitate social distancing rules. Mr. Harris asked about the greatest number of patrons visiting the library, it was 20. 25 is the maximum. Usually, there are 4-5 patrons at any given time. Monday is the busiest day; it is always manageable.
- Ms. Lundy asked about after-school usage; students are only coming in to pick up books.
- Ms. DiChiara offered to track down books that got returned to school libraries by mistake. There are periodic exchanges of books that get mixed up among the schools and the Library. The schools are utilizing a lot of books online.
- Mr. Franz will present a draft budget to the Board in October. The state aid requirement for service hours of three evenings and weekend hours will be accounted for.
- He virtually met with NJ Library Directors. Governor Murphy's cap for 25 patrons was only intended for meeting rooms and not the overall library. This would allow for increased usage. Trustees concurred to maintain the cap at 25.
- There is continuing education for Library Trustees. Email invitations will be forwarded.
- Going forward, Trustees' virtual meetings will switch to a different platform at no cost to the Library. The NJ State Library will pay for a Zoom license.

Ms. Miano left the meeting at 8:15 PM.

New business: There was no new business.

Mr. Harris reiterated his sincerest thanks to Mr. Franz, the staff, Trustees, and public officials.

The next regularly scheduled Library Board meeting will be on October 19, 2020. Ms. Schepker moved to adjourn the meeting, seconded by Ms. Wertheim. The meeting officially adjourned at 8:25 PM.

Respectfully submitted,  
*Deirdre Danaher*  
Recording Secretary

Board of Trustees – Hillsdale Free Public Library  
Mon, Sep 14, 2020 7:30 PM – 9:30 PM (EDT)

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