

Hillsdale Free Public Library

Board of Trustees

December 14, 2020

In attendance were: Judy Atchison, Mary DeChiara, Elizabeth DiLorenzo, Mary Disanza, Warren Harris, Al Metz, Carol Schepker, Kathleen Scordato, Barbara Wertheim

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

Excused:

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 7:35 PM. A motion to approve the November 9, 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 stated that today was the beginning of the national administration of the COVID-19 vaccine, so we hope that 2021 will be a healthier year. He expressed his profuse thanks to Mr. Franz and the staff for all of their dedicated work, and a thank you to the Trustees who served on special committees. The Library budget is our primary focus in view of the continuing pandemic. Many libraries continue to remain operational; Hillsdale has continued to remain open with truncated hours. We are trying to budget the 1/3 mil accordingly. Going into 2021, we will need additional hours and staff. Under the by-laws, officers must be selected for 2021. Please let Mr. Harris know as to who is interested in remaining in their respective office. He wished everyone a happy and healthy New Year!

Treasurer's Report: Mr. Metz discussed several line items. He referenced p. 4 of the Director's Budget report; the \$31,000 Borough cash support check is due shortly as well as any unexpended monies from the 1/3 mil. Ms. Lundy clarified the 1/3 mil. We are over budget by about \$3,000 in adult collection development. NJ State Aid expenditures: we receive this annually in October. Mr. Franz always reserves it for the following year as a brought forward. Mr. Metz made a motion to approve payment of the operating bills, Mr. Harris seconded. Unanimous ratification.

Director's Report: Mr. Franz provided a summary of the balance sheet, November 30, 2020. \$40,601 in uncommitted monies at the start of the year. We should have that amount to begin 2021. There is \$64,576 in the NJ Cash Management account. Of that, \$50,000 is no longer being budgeted for flood insurance deductibles. Monies can be applied to roofing repairs and to the elevator phone repair, which, by NJ State rules, must be functional. Circulation is down as are personnel. However, the Library has been more productive compared to last year on a circulation per man-hour basis. There were numerous volunteers who assisted with the mailings from *The Friends*. 2,320 Library cards were used this year;

circulation dropped from last year. We are providing the widest range of services compared to neighboring libraries. Mr. Metz asked about open hours at a neighboring library. Mr. Harris asked about our current operating hours. Mr. Franz has discussed this with his staff and they would like to continue at our current time table. Patrons are not using late evenings and perhaps those hours could be shifted to opening up on Fridays. The Library has its standing COVID Committee if it needs to meet to take immediate action to close the Library.

2021 Meeting Dates were shared. January 11, February 8, March 8, April 12, May 10, June 14, July 19 (optional), August 9 (optional), September 13, October 18, November 8, December 13. A motion was made to approve these dates by Mr. Harris, seconded by Ms. Wertheim. Unanimous vote of approval.

Repair Bills: Mr. Franz: We are over budget for repairs. MPH Construction, who has done previous repairs for the library, submitted a favorable quotation for the roof repair. A motion was made to approve the repair bill to MPH by Mr. Metz, seconded by Ms. Scordato. Unanimous vote of approval.

The elevator phone still has static and must be repaired as per NJ State inspector. Estimated cost is \$5,022 (replacing the traveler cable to the cab) by ThyssenKrupp. Mr. Franz will speak with them to discuss the price. Ms. Schepker asked when the inspector will be coming back to inspect the elevator. Inspections are typically made in January. A motion was made to approve the repair work order with ThyssenKrupp by Mr. Harris, seconded by Ms. Schepker. Unanimous vote of approval.

2021 Budget: Mr. Franz: One part-timer resigned. 2024 is when minimum wage will be at \$15. an hour. He will be discussing operating hours/days with the Borough Finance committee; he hopes to have increased operating hours by the summer months. Mr. Harris said that there would be less to pay out in salaries and wages in the short term. The draft budget is crafted around Monday, Tuesday and Thursday 10-9; Wednesday 10-6, Friday 10-5, and Saturday 10-2, full closure on Sundays. Mr. Franz stated that we can operate the library within NJ's regulations for operating hours. A draft technology plan will be available in early 2021. Ms. Atchison said that the Mayor has been receiving a number of letters reflecting concerns for our Library. She said that patrons do appreciate the original open hours both on Saturday and Sunday. Mr. Franz has been prudent in drawing up this budget; it must be submitted to the Borough Administrator and then discussed with the Borough Finance Committee in January. Mr. Metz suggested that Mr. Franz develop a supplemental budget by committee. Further discussion on a supplement will be discussed at the January meeting. Mr. Metz made a motion to approve the 2021 budget as proposed by the Library Director for presentation to the Borough in January, seconded by Mr. Harris. Unanimous vote of approval.

Personnel Committee – Policy Review and Revisions: Mr. Harris, Ms. Schepker, Ms. DeChiara, and Ms. DiLorenzo. The committee met several times and made revisions to the personnel handbook. Additionally, the handbook was reviewed by the Borough labor attorney who made some additional revisions, as did Mr. Harris. A copy was also provided to the Borough Administrator. A motion was made to approve the revised Personnel Policy handbook by Mr. Harris, seconded by Ms. Schepker. Unanimous vote of approval.

New business: Mr. Harris officially welcomed Ms. Disanza as a new library trustee. Ms. Lundy expressed her sincerest thanks while working with the library trustees this year and Mr. Harris concurred. Mr. Harris wished everyone a happy and healthy 2021. Mr. Franz expressed thanks to all trustees for their dedicated volunteer service. Mr. Harris asked trustees to email him about serving on the Nominating Committee.

The next regularly scheduled virtual Library Board meeting will be on January 11, 2021. A motion to adjourn the meeting was made by Mr. Harris, seconded by Ms. Wertheim. The meeting officially adjourned at 8:53 PM.

Respectfully submitted,
Deirdre Danaher
Recording Secretary

Hillsdale Library – Board of Trustees
Time: December 14, 2020 07:30 PM

Join Zoom Meeting
<https://us02web.zoom.us/j/81531931879?pwd=RytiWGVwYUhzTWVvM1QxRnZlWStMZz09>

Meeting ID: 815 3193 1879 Passcode: 905026

Dial by your location +1 646 876 9923 US (New York)