

Hillsdale Free Public Library

Board of Trustees

November 9, 2020

In attendance were: Judy Atchison, Mary DeChiara, Elizabeth DiLorenzo, 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 October 14, 2020 minutes was made by Mr. Harris, seconded by Ms. Wertheim. A motion to approve the minutes from the outstanding closed meeting minutes was made by Ms. Schepker, seconded by Ms. Wertheim. Unanimous vote of approval.

Public invited to speak: Ms. Mary Disanza was present. No other member of the public was present.

President's Report: Mr. Harris: Mr. Harris welcomed Ms. Disanza as a new Trustee; she will be sworn in this week. We should be planning the budget under different paradigms. We are operating with a budget that was approved from March 2020 and we need to be cognizant of our new budget constraints to 1/3 mil. Governor Murphy made an announcement today about various state closures, but libraries were not mentioned. Mr. Harris thanked Mr. Franz and all of the Library staff for keeping the Library open and operational to the public. Virtual programming has been going well. Library and Foundation offerings have been published in the Pascack Press. Circulation figures are down by 11% from a year ago, but digital circulation is up by 59% and that figure should be taken into account in planning for the 2021 budget.

Appointment of an Interim Vice-President: Ms. Schepker was nominated to serve as the interim Vice President. She has also volunteered to be the Foundation Representative from the Library Board. Mr. Harris made a motion to approve Ms. Schepker, Ms. Scordato seconded. Unanimous vote of approval.

Treasurer's Report: Mr. Metz: The budget summary reflects a deficit due to the timing of the borough cash support quarterly check; the third quarter cash support check is coming on Wednesday. There is a slight increase in donations; fines are slightly lower as are Woodcliff Lake memberships. However, there still is membership interest from WL patrons. The collection development is relatively on budget; there is an increase in repairs and maintenance. The final BCCLS invoice is due the end of November. Sometimes there is a timing issue when monies are received vs. invoicing. Mr. Metz continues to examine all checks before signing. Mr. Harris examined the by-laws, Section 7, the record of all disbursements is to be presented to the Board for approval. Mr. Metz stated that we should

have a review of financial procedures as per the by-laws. For example, should we ratify checks in advance? Mr. Metz made a motion to approve the bill list as detailed in the Director's Report, Mr. Harris seconded. Unanimous vote of approval.

Director's Report: Mr. Franz:

- ✓ He emailed the auditor last week and will call him tomorrow. A proposal from Garbarini, our annual auditors, was for \$4,500 a year, for the next two years. That was the same fee from the past few years.
- ✓ The elevator phone has static problems again. A technician from ThyssenKrupp came twice to repair wiring causing static between the controller and the cab on the elevator phone with no resolution. Mr. Franz awaits a quote.
- ✓ There is a leak in the roof above the fire stairwell in the back of the Library. It was examined today, and a quote is forthcoming. A fan belt was replaced in the attic.
- ✓ The Library is operating well under these pandemic conditions. There have been many requests to use the 3-D printer, meeting rooms, and daily, there is a good steady stream of clientele. Notary services have been well utilized. Library usage drops off after 5 pm. Patrons are generally pleased with the COVID policies. 4-5 Seniors come in during early hours, usually to pick up reserves. There is a lot of policy explanation to patrons; patrons are concerned about overdue items. Westwood Library recently re-opened; other libraries remain closed.
- ✓ Mr. Franz awaits information from the NJ State as to what they want Library hours to be.
- ✓ The Borough Administrator has created a form to be completed daily to be in compliance with the Governor's workplace protocol.
- ✓ Mr. Franz's commitment for safety of the staff is primary.

2021 Budget: Mr. Franz: There is a deadline for the end of December for submission of the budget to the Borough. 45 hours a week of operation are required if we comply with NJ State aid requirements based on our population size. The budget was prepared in view of that, allowing for three evenings a week, M, T, Th, open until 9 pm, and resuming Saturday hours from 10 – 2. There could be a reconfiguration of these hours to maximize service to the public. One staff member handed in her resignation and the budget will be adjusted. Mr. Harris asked if we are operating under the 1/3 mil next year, what would happen to operating hours? Mr. Franz said that there would be diminished operating hours and a reduction of staff. Mr. Franz made adjustments to the budget with various line items. There would be some savings in the current budget with part-timers who have not returned to work. That would be a one-time carryover. If the Board requests more than the 1/3 mil for next year, the focus will be on potential shortfalls. The lines for parking need to be restriped next year, the building needs to be power washed. A Program Coordinator was put into a budget line at \$15 an hour for 20 hours a week; the position is currently unfilled. Part-time positions will be \$12. an hour as of Jan. 2021, with an increase of \$1. an hour in each subsequent year up to

\$15. as per state law. Mr. Metz asked Ms. Lundy if there will be projected changes to the 1/3 mil; Ms. Lundy said that there is not a large yearly fluctuation. Mr. Harris asked if the digital library interest is being accounted for in the 2021 budget? \$24,580 is budgeted. We do not own most digital content in perpetuity, and it is costly. Some titles are shared with BCCLS, but there are wait lists for popular titles and new releases.

Personnel Committee – Policy Review and Revisions: Mr. Harris, Ms. Schepker, Ms. DeChiara, and Ms. DiLorenzo met three times to edit the personnel handbook. The 2012 and 2020 versions were previously shared with Trustees. This policy is combined with the Borough’s policy. Boilerplate policies are referenced. All staff members sign off to any changes made by the Borough. Library policies are mostly in line with Borough policies.

Mr. Harris made a motion to go into closed session to discuss Personnel. Mr. Metz seconded. Unanimous vote of approval. The meeting went into closed session at 8:52 pm.

Mr. Harris moved to come out of closed session. Ms. Schepker seconded. Unanimous vote of approval. The meeting moved back into open session at 9:16 PM.

Mr. Metz spoke about the programming committee for The Foundation, mostly virtual programs. They will need to be approved by the Foundation Board. The Foundation is active and enthusiastic, some virtual programs have already started, and others are in development. Mr. Harris appreciates the programming over the past month and in the next few weeks. Mr. Metz has been in touch with the chef from Rock and Roots and a virtual chef series in different restaurants would be excellent, i.e. demonstrating a dish. Mr. Weir from *The Friends* had suggested watching an online movie on Kanopy and then join a virtual group discussion. Ms. Lundy spoke about virtual wine tasting and other food tastings. Mr. Metz will explore these suggestions further.

New business: There was no new business.

The next regularly scheduled virtual Library Board meeting will be on December 14, 2020. A motion to adjourn the meeting was made by Mr. Harris, seconded by Ms. Wertheim. The meeting officially adjourned at 9:21 PM.

Respectfully submitted,
Deirdre Danaher
Recording Secretary

Hillsdale Library – Board of Trustees
Time: Nov 9, 2020 07:30 PM

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

Meeting ID: 815 3193 1879 Passcode: 905026

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