

Hillsdale Free Public Library

Board of Trustees

January 11, 2021

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

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

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 7:32 PM. A motion to approve the December 14, 2020 minutes was made by Ms. Wertheim, seconded by Ms. Schepker. Unanimous vote of approval.

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

President's Report: Mr. Harris congratulated Ms. Lundy for continuing as the Library Liaison to the Borough. The American Library Association issued a statement condemning the insurrection that occurred on January 6, 2021 at the U.S. Capitol, which he read. He referred to the Library's strategic plan, a quote from Carl Sagan, and its alignment to the ALA's statement. The Hillsdale Library keeps our community informed and educated. Mr. Harris reiterated his profuse thanks to Mr. Franz and the Library staff for all they have done during the pandemic and what they are doing to keep the public safe while using the Library. Mr. Harris noted that there was a drop of 15% in individual cards usage; however, the public is continuing to use the Library's resources, either in person or online.

This is our annual reorganization meeting; a slate of officers for the 2021 year have been selected to continue. Ms. Schepker is willing to serve as Vice President, Mr. Metz as Treasurer, and Mr. Harris is willing to serve again as President. This will be his third and last year as President. There were no other nominations from the floor. Ms. Scordato will be formally reappointed to the Board at the next Council meeting and will be willing to serve again as Secretary when elected at the February meeting.

Treasurer's Report: Mr. Metz discussed how the Library fiscally performed over the past 12 months. The budget was amended during the middle of the year due to the pandemic; however, the end-of-year budget remains very closely aligned to the revised budget goals. Mr. Metz discussed certain line items. The fourth quarter borough cash support check is due shortly. There was a slight increase in donations, fines are down. Woodcliff Lake memberships are up \$150. Expenses were about 6% overage, \$10,000, from the last budget. Collection development for adult and children was over budget and there is a decrease in digital collection development as an offset. Maintenance and utilities increased \$8,000 due

to pump replacements. Roof repair and elevator repair costs will be forthcoming. Net income is off by \$34,700 from the beginning of the year, owing to the outstanding 4th Quarter support check. We are well within our budget and the Library remains conservatively fiscally sound.

Check approvals are in order. The Foundation approved a check for \$3,000 for the continuation of the Kanopy digital streaming service.

Mr. Metz moved to approve the expenses as delineated, Ms. Harris seconded, unanimous vote of approval.

Mr. Franz did note that there is another portion of the budget which is managed by the Borough on behalf of the Library. That is primarily, salaries and wages, insurances, pension, cleaning and lawn maintenance. Those totals have not been reported yet.

Nominating Committee - Election of 2021 Officers: Mr. Harris made a motion to approve the slate of officers for 2021: Mr. Warren Harris - President, Ms. Carol Schepker - Vice President, Mr. Al Metz – Treasurer Ms. DeChiara made a motion to approve this slate of officers for 2021, Ms. DiLorenzo seconded, and Ms. Wertheim additionally approved. Unanimous vote of approval. Mr. Harris thanked everyone for agreeing to continue in their roles.

Director's Report/Budget Memorandum: Mr. Franz: There remains an uncleared check to Direct Energy which he expended a lot of time attempting to rectify. Direct Energy recorded it as having been correctly deposited.

Mr. Franz attended a NJ Library meeting, for librarians across New Jersey, with regard to vaccines. Information was provided how the vaccines will be distributed across NJ. Librarians are viewed very favorably by communities. It was hoped that libraries could share links to the NJ vaccine website, make press releases user friendly, i.e. explaining the differences between the Moderna and Pfizer vaccines. The Office of Emergency Management (OEM) is also disseminating information. Six super-sites will be distributing the Moderna vaccine. The second dose will be held aside for the proper timing, allowing for the 21 or 28 day wait. Groups 1A, 1B, & 1C – each state has its own criteria for distribution. Librarians do not have an identified tier at the present time.

Mr. Franz would like to have Board members participate on various committees.

The Library Assistant and Program Coordinator job descriptions shall be revised.

There will be a meeting with The Foundation on January 20th. He requested feedback regarding priorities for the Library and The Foundation.

He provided suggested revisions to the Financial Policy and Procedures document to Mr. Metz.

Mr. Metz suggested that committees meet in-between the regular monthly meetings to focus more on developing actions plans. Mr. Metz suggested consolidating some of the committees under the following umbrellas: Infrastructure, Finance, Personnel (Covid, too), and

Technology. Mr. Harris asked that all board members consider what committee they would like to serve on.

Mr. Franz has a draft memo to share with the Borough Finance Committee regarding what the Library could do with more than the minimum 1/3 mil funding.

He discussed timing and rehiring of staff. He recommends changing the Tuesday hours to 10 – 6, from 12 – 7. If he could hire a Program Coordinator, he could re-open on Friday. Mr. Franz continues to be fiscally prudent and would rather purchase more digital content now and hold off on expanding hours until later in the year.

Ms. Wertheim asked about opening earlier for the senior hour and that has not been an issue.

Mr. Harris would like the Council to be aware of our fiscal needs for the future. Mr. Metz asked about the hours for Monday/Tuesday, with 10-9. He asked if we were overreaching in requesting hours that go until 9 PM. The budget was created based on previous operating hours, but without Sunday hours. The primary savings was the elimination of the full-time librarian position. The prepared Budget for 2021 reflects the 1/3 mil, but he is also projecting what could be conditionally done at the Library if it went beyond the 1/3 mil. By 2024, salaries alone will be \$35,000 more, given the increasing state minimum wage.

Ms. Lundy suggested revamping the draft memo to show what cannot be done if constrained to the 1/3 mil. She suggested adding statistics of how many users came in on Sundays. Mr. Franz will add information that shows how the collection development funds have been decreased and how that impacts the community.

Mr. Franz said that patrons come in very frequently to print, as well as to use the scanner, fax machine and photocopier. He is asking the Board or The Foundation to consider purchasing a full color banner printer, for \$4,000, plus maintenance fees. Mr. Metz stated that he could foresee different organizations using it.

Ms. Schepker mentioned demographics and age groups attending virtual events.

New business: None

The Friends/The Foundation updates: *The Friends* have had a very positive reaction to their recent donation letter. Mr. Metz said that Mr. Gary Weir is very strong in maintaining the role of *The Friends*. The Foundation program committee met, and they are very enthusiastic to fund virtual programming. Ms. Lundy asked about increasing the virtual programming; they are actively looking at getting more performers and lecturers. Mr. Harris spoke about virtual tours. Mr. Metz is looking at virtual tours and food demonstrations at local restaurants; possibly also a virtual wine tasting.

The next regularly scheduled virtual Library Board meeting will be on February 8, 2021. A motion to adjourn the meeting was made by Ms. Schepker, seconded by Ms. DiLorenzo. The meeting officially adjourned at 8:57 PM.

Respectfully submitted,
Deirdre Danaher
Recording Secretary

Hillsdale Library – Board of Trustees

Time: January 11, 2021 07:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/81026855158?pwd=bURUYWV4Z1EySUI3c2RqUmgwK0FvU T09>

Meeting ID: 810 2685 5158 Passcode: 836858

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