

Hillsdale Free Public Library

Board of Trustees

February 8, 2021

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 7:33 PM. A motion to approve the January 11, 2021 minutes was made by Ms. Scordato, 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 Ms. Scordato was re-appointed to the Library Board of Trustees by the Borough Council and Mayor after our last meeting for a term for five years. Ms. Scordato was asked if she would still be willing to serve as the Secretary and she agreed. Mr. Harris made a motion to approve her position as Secretary for the Board of Trustees for 2021, Mr. Metz seconded. Unanimous vote of approval.

Trustees will serve on the following committee: Ms. Atchison, Mr. Metz and Ms. Disanza for Buildings and Grounds. Other committees to consider would be Budget & Finance and Public Relations.

Mr. Franz, Ms. Schepker, Mr. Metz and Mr. Harris will be meeting with the Borough tomorrow for the budget meeting and the impact of the minimum 1/3 mil on the Library's 2021 budget.

Treasurer's Report: Mr. Metz reviewed parts of the budget. Donations amounted to over \$1,000 for this month. A \$1,000 bequest was received from the estate of Gordon Morris. A gifts policy needs to be prioritized; Mr. Metz suggested that a separate account for gifts would be helpful. The collection development was a little under budget.

Mr. Harris made a motion to approve the operating expenses, seconded by Ms. DiLorenzo. Unanimous vote of approval.

Director's Report/Budget Memorandum: Mr. Franz:

- One staff member recently tested positive and is quarantining. We need to keep the Library's Covid Committee active. He discussed the length of allowable time for patrons to use the library. He is prioritizing balancing the safety of the library staff and meeting the needs of the town.

- The Library has new patrons and many patrons are renewing their cards. Daily, Mr. Franz is providing notary services. Printing and faxing are also in great demand. Of the 77 BCCLS Library, 47 have walk-in services. We are glad to be able to service our public in-person. He is requesting feedback from the Board as to safely opening the library to further hours. Mr. Harris suggested meeting shortly with the Covid Committee. Mr. Harris said that the Covid risk is still very present. Governor Murphy is allowing 35% capacity in a building, based on the fire code. Mr. Harris said that we should remain conservative with our operating hours and usage policies, reflective of the reduced usage of our Library. We need to maintain a low-risk setting.
- Mr. Metz asked about the cleaning solution and Mr. Franz will find out if it meets EPA standards. Ms. DiLorenzo asked if temperatures are taken; no, they are not, but everyone is required to be masked. Staff self-report.
- BCCLS formed the MOST taskforce – (Mandatory or Opt-in Services). Directors will discuss which services will require mandatory participation and payment of fees. There remains an imbalance with regard to the centralized Overdrive digital book collection. Hillsdale is an Advantage Plus Member, so Mr. Franz can purchase a digital book for which Hillsdale residents have a first right of borrowing, but that content is also being borrowed heavily by other BCCLS patrons.
- Mr. Franz is awaiting a \$31,095 Borough check from last year; he spoke with the Council Liaison and she assured him that it is forthcoming. At tomorrow's Borough meeting, he will be discussing that no adjustment was made to the pension contribution even after a full-time position was eliminated.
- Mr. Franz compiled a 'wish list' for things he would like for the Library from The Foundation and *The Friends*. He asked the Trustees to submit items that they feel would benefit our Library. Our water fountains are ADA compliant; The Friends will fund a water bottle filling station and continue to fund the Summer Reading Program is another. Mr. Franz is aiming to revive 'making' activities on the patio during the summer. A laser cutter/engraver is an item being considered; a space modification and ventilation would be needed in the third floor room. Mr. Metz was very enthused about getting a laser cutter. Mr. Franz would like to create a donor wall with laser-engraved wood books – the spines would be customized per donor. The 3D-printer is still getting used. He tried to tie in these items to the Library's strategic plan. The Foundation said that they would cover up to the budgeted threshold of \$8,000 for a machine. Ventilation would go through the ceiling and roof, via Mr. Franz's old 3rd floor office. Mr. Metz suggested that any ancillary structures would be in furtherance of the expenditure. Mr. Franz said that ventilation etc. could come from State Aid funding. The poster printer will be installed by March. Ms. Schepker said that these purchases would be excellent for our public relations. Mr. Harris asked about maintenance and repairs; Mr. Franz would procure an extended warranty.

Mr. Harris made a motion for approval of said purchase. So as not to exceed \$8,000 without further approval, including installation and ancillary costs, Mr. Metz approved, Ms. DiLorenzo seconded. Unanimous vote of approval.

- Mr. Metz said that the poster maker would provide an opportunity for Hillsdale's non-profits to advertise things that they are doing which is in furtherance of the Gross donation. These purchases are attuned to the needs of the community beyond borrowing books and help organizations to be more involved with the Library.
- The elevator cable will be replaced shortly; its repair was delayed due to a snowstorm.
- The Library's website IP address problem has been rectified.
- Virtual programming, such as chair yoga, meditation and Zumba classes, continue to be well received.
- Mr. Franz wishes to formalize a gifts policy.

New business: A meeting of the Covid Committee, with Ms. Wertheim, Ms. Schepker and Mr. Metz, was scheduled for Monday, February 15.

Mr. Franz spoke about the renewal costs of \$2,600 for Udemy, which offers online classes and currently has a low monthly patron usage. Mr. Metz asked if additional publicity would increase its usage. Mr. Franz was seeking a shared cost with two neighboring libraries. If they do not agree, he will consider discontinuing this service. Mr. Harris said Kanopy, with the Great Courses, is a wonderful resource. Kanopy is a cost-per-click service.

The Friends/The Foundation updates: The Foundation is sponsoring a virtual Met Museum tour the end of this month with 40 logins; it is fully subscribed.

The next regularly scheduled virtual Library Board meeting will be on March 8, 2021. A motion to adjourn the meeting was made by Mr. Harris, seconded by Ms. Wertheim. Unanimous vote of approval. The meeting officially adjourned at 8:57 PM.

Respectfully submitted,
Deirdre Danaher
Recording Secretary

Hillsdale Library – Board of Trustees
Time: Feb 8, 2021 07:30 PM

Join Zoom Meeting

<https://us02web.zoom.us/j/81518616000?pwd=TE1kMmMzZTJnVVU4L21TbDVJdnhlQT09>

Meeting ID: 815 1861 6000

Passcode: 134744

Dial by your location

+1 646 876 9923 US (New York)

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