

Hillsdale Free Public Library

Board of Trustees

March 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 7:32 PM. A motion to approve the February 8, 2021 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: Warren Harris: It has been almost a year since the pandemic began. He compared circulation from now to this time last year, and the decrease is approximately 25%. Mr. Harris gave an executive summary of the committee meetings.

- The Building and Grounds Committee met on March 3, 2021 and a number of items were discussed including Mr. Franz's buildings and grounds wish list submitted to the Borough. The new water bottle filling station/fountain was selected. The roof is over 25 years old (installed before 1998, before the renovation). The parking lot needs to be partially repaved; grass permeable pavers might be a solution to meet FEMA regulations for the gravel area. An upgrade to the retaining wall, new HVAC and a canopy over the patio to allow for summer programming are other considerations.
- The COVID Committee met. One staff member was diagnosed with COVID, but after consultation with the Borough nurse, it was deemed permissible for the Library to remain open.
- Mr. Harris, Mr. Metz, Ms. Schepker, and Mr. Franz met with the Borough Budget Committee and discussed the needs of the Library. Additionally, Mr. Franz met with the Borough Administrator with respect to the 1/3 mil and the needs of the Library. The Library will not be able to operate as it has in the past if it does not get additional funding.

Treasurer's Report: Al Metz: Mr. Metz delineated various budgeted line items. He spoke about timing issues. BCCLS received federal PPE support over the summer in support of its staff and was able to refund \$2,600 money to each of the BCCLS libraries. We deposited the Borough receivable. Donations are up slightly (\$1,000 bequest from the Gordon Morris estate). Mr. Metz asked about fines. Fines are being collected again, however patrons are

still confused over fine requirements. Discharged items are being back dated seven days. Mr. Franz budgeted for less fine collections this year. Woodcliff Lake memberships are slightly lower. \$2,500 was the final payment for ThyssenKrupp's elevator repair. He also discussed presentation of the monthly checks.

He asked about the Literacy Volunteers of Pascaek Valley and how that is managing during this pandemic. Westwood Library has online programming during this period and eight local libraries continue to support this program. Two staffers at the Westwood Library coordinate the program and provide training and assistance to adult volunteers.

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

Director's Report/Budget Memorandum: David Franz:

- The Library received the fourth quarter Borough support check. Additionally, we received over \$8,000 in unspent funds within the 1/3 mil and that has been applied to the 2021 budget. The auditor is preparing the final report. He awaits the next Borough support check due by March 30th.
- He encourages all Trustees to attend tomorrow night's initial Borough finance meeting and there will be another budget meeting on March 22, 2021.
- Mr. Franz met with the new CFO to discuss the Library's budget and how we apply the cash support in our budget. 2021 could be fiscally difficult, due to the calculation of our portion of the pension. However, Ms. Lundy said that the portion was adjusted down which could ease the impact on the budget.
- Mr. Franz was asked during the Borough finance meeting what would it cost to keep the library open and the number of employees needed. Mr. Franz has prepared two job descriptions for a library assistant and a program coordinator.
- Cindy is working on a virtual book group and all 20 spots are filled for April.
- The Met Museum program, with 40 registrants, was fully booked. He received several positive emails and patrons are asking for more. The cost of \$300 was funded by The Foundation.
- The poster printer has been delivered and is already receiving interest from patrons. A lengthy discussion ensued as to the potential fees for users; Mr. Franz provided a detailed pricing list. Two non-profits have already spoken with Mr. Metz and would like to do their banners through the Library. Mr. Harris asked if it has been promoted. Mr. Franz has developed a specific program to calculate a reasonable charge-back to the public, given a suggested 35% markup. Tyvek materials for outdoor banners was ordered. Mr. Metz discussed the pricing structure in comparison with retail printing companies, i.e., Staples or Walgreens. He wants to ensure that the pricing is fair back to the Library and that costs are covered. Mr. Franz did a price comparison with the Wykoff Library. The cost of the supplies and the time of staff may not be fully accounted for. Ms. Disanza asked how much staff time will be required to set up and print. The staff time will be changing the paper rolls and assistance will vary depending on the print job. There is a laptop connected to the printer. Ms. Wertheim asked if there are always two people on the main level so that the main desk is fully covered and Mr. Franz said yes. Use of the printer is by appointment. Ms. Disanza asked about staff assistance; you don't get 1:1 assistance at Staples; everything is done online and must be camera ready. Mr. Franz has

reached out to the Pascack Pioneers at Pascack Valley HS, to help with the technology at the Library, and receive volunteer service hours. Ms. Schepker said that we can afford to charge a bit more to the public; you want to be below a threshold price. She said that full photos use a lot of ink. Ms. Atchison said that if the price was half of what Staples charges, the public would be satisfied. Mr. Harris said the big printing facilities get their materials at wholesale prices. Ms. Schepker suggested that a workshop be offered, funded by The Foundation, on how to operate the printer and be creative using the software. The board gave guidance as to the pricing. Mr. Metz suggested accepting the public pricing as the non-profit pricing and adjust the prices for the public at approximately 15% higher.

- Mr. Franz re-wrote the job descriptions. Being assured that the pension costs will be met, he can confidently advertise for the positions. He welcomes feedback from the Trustees. Mr. Metz asked how these positions will be marketed and offered additional assistance. Job postings will be advertised through the library, on the internal BCCLS job site, and possibly on Indeed.com. Minimum wages are currently \$12 an hour. By 2024, the federally mandated \$15. an hour would cost the Library an additional \$40,000. There are no medical or pension benefits for part-timers.
- The laser cutter is being delivered on Wednesday. Installation will be on the 3rd floor office and a ventilation hole through the roof will be created.
- The aim is to open the Library on Fridays.
- Mr. Harris will solicit new Trustees for committee memberships.
- Mr. Metz asked about the BCCLS task force, required contributions and who the constituencies are. Mr. Franz said it comes down to fairness and the services the Library receives.

New business: Mr. Franz said that we need to revisit the Gifts and Donations policy.

The roof will be examined shortly when the shingles are being repaired. Mr. Harris said that the other priority is the parking lot. Mr. Metz said grant applications would require detailed paperwork and estimates. Chris Statile is going to look at the gravel part of the lot and see what FEMA requirements are.

Ms. Disanza asked if we were going to get into the borough paving program and Mr. Franz is exploring that.

The Friends/The Foundation updates: Mr. Metz asked about the buildings and grounds projects and suggested that The Foundation would be a good resource to seek out funding from donors for these capital improvements. He suggested that the Board suggest that to The Foundation. He and Ms. Schepker will meet prior to the next Foundation meeting. He suggested discussing the gifts and donations policy prior to our next regular Library meeting. Mr. Metz will email the prior policy to all Trustees for consideration and review.

The next regularly scheduled virtual Library Board meeting will be on April 12, 2021. A motion to adjourn the meeting was made by Ms. Schepker, seconded by Ms. Wertheim. Unanimous vote of approval. The meeting officially adjourned at 8:48 PM.

Respectfully submitted,
Deirdre Danaher

Recording Secretary

Topic: Hillsdale Library - Board of Trustees

Time: Mar 8, 2021 07:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

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