

Hillsdale Free Public Library

Board of Trustees

April 12, 2021

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

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

Excused: Elizabeth DiLorenzo

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. Mr. Harris turned the meeting over to Ms. Lundy.

Oath of Office: Ms. Lundy administered the Oath of Office to Mr. Seth Griep as a new trustee to the Hillsdale Free Public Library Board of Trustees for the non-expiring term until December 30, 2025.

Mr. Harris cordially welcomed Mr. Griep. Mr. Griep gave a brief introduction to the Trustees.

A motion to approve the March 8, 2021 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:

- ❖ He recognized Ms. Kathleen Scordato, who has stepped down as a member of the Board of Trustees. She served on the Board for over ten years. Mr. Franz prepared a Certificate of Recognition and Mr. Harris read the text. Mr. Franz presented her with two wine glasses emblazoned with the Library logo engraved by the new laser printer. She will be greatly missed.
- ❖ The Secretary's position needs to be filled and Ms. Wertheim graciously agreed to take over. Mr. Metz made a motion to approve Ms. Wertheim as the Board of Trustee's Secretary, Ms. DeChiara seconded. Unanimous vote of approval.
- ❖ The Library continues to operate at the 1/3 mil, which is reduced funding from previous years. This is impacting hiring of personnel due to less competitive salaries.
- ❖ Circulation continues to be robust in comparison to neighboring libraries. He commended Mr. Franz and the staff for the Library's outstanding services.

Treasurer's Report: Mr. Metz: Mr. Metz delineated various budgeted line items and borough cash support payments. A donation was made to the Foundation for \$1,000 by Marilyn Clark. Fines are slightly lower.

Mr. Metz made a motion to approve the operating expenses as presented, seconded by Mr. Harris. Unanimous vote of approval.

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

- The Building and Grounds Committee met earlier this month. They discussed the parking lot, including having the asphalt part repaved. It was paved in 2005 and it has been patched a few times since then; parking lanes also have to be striped. This does not include the unpaved portion. The DPW could possibly add gravel to the unpaved portions that are uneven. Permeable pavers are also being considered; everything would have to meet FEMA's approval. Mr. Franz was in contact with Mr. Chris Statile, the Borough Engineer, and he said this project would be an add-alternate to the Borough's road project. There is also an estimated fee of \$2,500 for the paperwork and other bidding specs within the Borough's project items. Mr. Griep asked about the stream; the parking lot is within the flood zone. However, last year the building was removed from the redefined flood zone area. Mr. Metz asked if there is a timeline when we can get labor and materials costs for the paved section; are there estimates for treatments for the unpaved section? Mr. Franz has been speaking with Mr. Statile and it is a unit cost within a bid. Ms. Lundy clarified that the road program is an annual bid.
- The water bottle filling station was ordered.
- Two Chromebooks were delivered, with grateful funding from *The Friends*.
- The Program Coordinator and the Library Assistant(s) positions have been posted and Mr. Franz will be interviewing qualified candidates shortly. The wages are rather low, however. \$12. an hour is low, and it needs to be closer to \$15. an hour, which will be the state minimum wage in 2024.
- Mr. Franz discussed the minimal staffing memo; at least 6 staff are needed during the day and a minimum of 3 during the evening. With current operating hours, that amounts to 165 part-time hours weekly. Mr. Harris spoke about the memo and the multiple roles the staff are holding. We do not have a full-time reference librarian; the Library is definitely short-staffed. Mr. Harris asked about programming and there is a definite need for a qualified candidate to spearhead adult programming. We have cut a full-time librarian position and our funding is less than it was in 2009-2010 at the 1/3 mil rate. Mr. Griep asked if there will be restoration of additional funding as everyone has a fiduciary responsibility to the town. The town budget will be ratified on May 4th; possibly additional funding will be restored to the Library in 2022.
- Mr. Franz provided statistical comparisons among neighboring libraries. Hillsdale Library was first (currently open 36 hours) in serving patrons with digital and print circulation. Despite a lower budget and less hours of operation, we circulated more items than most.

- Ms. Schepker asked about the newly proposed committees. Mr. Griep, Mr. Harris, Mr. Metz and Ms. Schepker would like to serve on Budget & Finance committee. The Naming and Gift policy and the Finance policy (which needs revision) need to be discussed in the near future.

New business: Mr. Franz suggested an in-person meeting on the patio in May.

The Friends/The Foundation updates: Mr. Metz and Ms. Schepker said that The Foundation is very enthusiastic about programming.

The next regularly scheduled virtual Library Board meeting will be on May 10, 2021. A motion to adjourn the meeting was made by Ms. Wertheim, seconded by Ms. Schepker. Unanimous vote of approval. The meeting officially adjourned at 8:59 PM.

Respectfully submitted,
Deirdre Danaher
Recording Secretary

Topic: Board of Trustees
Time: Apr 12, 2021 07:30 PM

Join Zoom Meeting

<https://us02web.zoom.us/j/87883801161?pwd=dmNFbVJ0b0c3bTB5N1IEd3RVaGFPZz09>

Meeting ID: 878 8380 1161

Passcode: 295014

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