

Hillsdale Free Public Library

Board of Trustees

June 14, 2021

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

Also present: David Franz, Director of the Library

Excused: John Ruocco, Mayor, Abby Lundy, Liaison to Council

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 7:36 PM. A motion to approve the May 17, 2021 minutes was made by Ms. Wertheim, seconded by Ms. Schepker. Unanimous vote of approval.

Public invited to speak: No one was present.

President's Report: Mr. Harris: NY has reached 70% vaccination rate and NJ is at 52.5% which is positive news. Sub-committees met several times. The Gift and Naming Recognition Policy has been developed and he profusely thanked Mr. Metz for spearheading that work. Mayor Ruocco had suggested that the Gift and Naming Recognition policy be reviewed by an attorney. The Building and Grounds Committee received an update from Mr. Franz about savings from the NJ State Direct Install program. HVAC and lighting should be updated together for best energy efficiency. The COVID Committee discussed mask wearing, increases in vaccinations and decreases in COVID rates. That committee recommended that masks continue to be encouraged in the Library and would continue to be mandated in the Children's Room. Mr. Franz compiled a data comparison of Libraries' budgets, populations, and circulations. Our circulation remains high compared to neighboring libraries. He said that the Library has limited hours but will need more personnel in the future to resume late evening hours.

Treasurer's Report: Mr. Metz: Donations are up slightly over what was budgeted; fines are slightly lower as are Woodcliff Lake memberships. Utilities are below budget by \$3,000. Income from *The Friends* and the Foundation has supported library activities. Expenses were incurred for power washing and the service contract for the elevator.

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

Committee Reports:

Budget and Finance

- Gifts and Donations Policy: Mr. Metz: We intend to have this policy adopted by the Trustees, pending attorney review, as well as by *The Friends* and The Foundation. These three entities have a tripartite relationship, working towards the same goal.
 - Naming Policy: Mr. Metz: Mr. Harris stated that we would need a 2/3 super majority, in attendance, as long as that is a quorum, to make changes to the by-laws or to approve naming something at the library. This policy is intended to handle large donations. Mr. Metz delineated, at length, particular sections from this policy. Mr. Harris thanked Mr. Griep, Mr. Franz, and Ms. Schepker. This policy should be adopted by the Board only, but reviewed by the other two entities.
1. Mr. Metz made a motion to have the Gifts and Donation Policy go to *The Friends* and The Foundation for their consideration and subsequent approval. Mr. Harris seconded. Unanimous vote of approval.
 2. Mr. Metz made a motion to authorize Mr. Franz to appropriate funding for attorney review by Mr. Douglas Zucker, who has been previously used, or another attorney of equal experience, for the purpose of reviewing both policies, to be retained at an hourly rate or not to exceed a total of \$350. Mr. Griep seconded. Unanimous vote of approval.
 3. Mr. Metz made a motion to authorize Mr. Franz to appropriate \$5,000 for attorney review for the Gifts and Naming Policy. Ms. Schepker seconded. Unanimous vote of approval.

Building and Grounds: NJ Direct Install Project Opportunity: He thanked committee members Ms. DeChiara, Mr. Harris, Mr. Metz, and Ms. Schepker. The expiration for this program is June 30, 2021. Lighting is the priority. Mr. Franz recommends also improving the HVAC as well because it would only cost 20% of the actual cost. The Library does not have a service contract for the HVAC. Cost would be \$5,714.63 for both. Currently, there is \$65,000 in the Cash Management Account. There are also realized savings for this year due to less salaries.

1. Mr. Harris made a motion to authorize Mr. Franz to submit an application to Donnelly Energy and if approved, for the expenditure for the NJ Direct Install Project for the HVAC and lighting. Seconded by Ms. DeChiara. Unanimous vote of approval.

COVID-19 Committee: Ms. Schepker, Mr. Metz, Ms. DeChiara, and Mr. Franz: The public is experiencing confusion over mask-wearing policies in public venues. The committee met and developed this interim policy:

- The Hillsdale Library is encouraging mask wearing throughout the building, but would require mask wearing in the Children’s Room. Proof of being vaccinated would not be required.

Children 12 and under do not have access to the vaccines yet and this would be a reasonable safety protocol. Mr. Franz discussed this with the staff, and they felt that this was a reasonable compromise.

The Borough is not requiring that their staff be vaccinated, and we should adhere to the same.

2. Mr. Harris made a motion, as an amendment to the existing COVID -19 agreement, that encourages all patrons of the Library to wear a mask while in the Library and mask wearing would be mandated in the Children’s Room. Those patrons that are unvaccinated should wear a mask as per CDC guidelines. Seconded by Ms. Atchison. Unanimous vote of approval.

Interior and exterior Library signage will be adjusted accordingly.

Director’s Report: Mr. Franz: He referred Trustees to the budget chart comparisons for several libraries.

Updated Toolshed Policy: Mr. Franz proposed a revised policy for the use of the maker space equipment (laser cutter, sewing machine, etc.) Discussion ensued.

3. A motion was made to approve the Toolshed Policy by Mr. Metz, seconded by Mr. Griep. Unanimous vote of approval.

New business: No new business.

The Friends/The Foundation updates: *The Friends* did reimburse the Library for expenses.

The next regularly scheduled virtual Library Board meeting will be on July 19, 2021. A motion to adjourn the meeting was made by Ms. Wertheim, seconded by Mr. Metz. Unanimous vote of approval. The meeting officially adjourned at 9:27 PM.

Respectfully submitted,
Deirdre Danaher
Recording Secretary

Topic: Library Board of Trustees
Time: June 14, 2021 07:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/82132712553?pwd=Y01wWkNiakRFN2pYVVF0L1RCWEqxZz09>

Meeting ID: 821 3271 2553
Passcode: 681504
Dial by your location
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