

Hillsdale Free Public Library

Board of Trustees

May 17, 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 7:38 PM. A motion to approve the April 12, 2021 minutes was made by Ms. DeChiara, seconded by Ms. Schepker. Unanimous vote of approval.

Public invited to speak: Ms. Melissa Mazza-Chiong, Interim President of the Hillsdale Education Foundation, was present. Two other members of the Hillsdale Education Foundation were also present. They were effusive in their praise for the Library and its services; they felt that the public needs to be made more aware of the myriad services offered.

President's Report: Mr. Harris: Mr. Harris thanked the members of the Hillsdale Education Foundation for joining and for their outreach their desire to work collaboratively in promoting the Library among town parents and students. Ms. Mazza-Chiong invited Mr. Franz to join the Education Foundation's meeting at the end of the month. Mr. Franz suggested that they do promotions on a new Instagram account "This is Hillsdale".

Mr. Harris commented on Mr. Franz's written report and he noted the positive cumulative circulation at the Hillsdale Library, #1 relative to neighboring libraries. Mr. Harris praised Mr. Franz and the staff for keep the Library open and servicing the public during the continuing pandemic. Mr. Harris thanked trustees who attended the Borough budget meeting and for advocating for the fiscal needs of the Library. New CDC policies and guidelines have come out and Governor Murphy has some policies related to that. In NJ, masks still have to be worn inside facilities in conformance with state guidance. He looked at neighboring libraries vis a vis indoor seating, eliminating time limits, and outdoor usages.

Treasurer's Report: Mr. Metz: Actual results vs. the budget YTD is positive. Borough cash support for the first quarter has come in. The carryover from last year is a true receivable which we have received. \$1,420 in donations was received. Woodcliff Lake memberships were down slightly, but have just increased, including new applications. Collection development was lower than budgeted, but that will increase as more patrons frequent the library. Digital circulation is down nationally and down slightly in our library, too.

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

Committee Reports:

Budget and Finance

Financial Policies and Procedures: The committee (Mr. Griep, Mr. Harris, Mr. Metz, and Ms. Schepker) met and discussed the policy. The Library will maintain a separate account for donations from its supporting organizations, separate to the Hillsdale Library general operating account. This accounting will be transparent for the Mayor and Council to see our separate sources of funding. Mr. Franz said that the American Legion had donated \$2,000; historically they donate to fund collection development of history books.

A motion was made to approve the amended Financial Policies and Procedures which encapsulates slight modifications to existing procedures. Mr. Harris made a motion to approve, seconded by Ms. Wertheim. Unanimous vote of approval.

Gifts Policy: The discussion of this policy was tabled until June. Mr. Metz would like to schedule a meeting with the Finance Committee to also discuss the Naming Policy.

Building and Grounds: Mr. Franz discussed our electric costs. PSEG allowed us to switch over to LED lighting. Donnelly Energy is a regional direct install program; they survey public buildings to help reduce our costs. Some of our LED lighting qualify under the new 80/20 NJ/our Library guidelines. The HVAC system can be replaced under this project. They could put together a proposal and submit to NJ Energy. Mr. Franz is highly recommending this switch. Mr. Franz gave a comparison of wattage for LED lights. The overall estimated cost would be \$28,573. We have the funds in our NJ Cash Management Fund (\$64,000 in that fund). Some of our equipment is 15 years old. The HVAC in the Children's Story Room doesn't get used much. Ms. DeChiara asked if this program will continue to be offered in the future; yes, it will be, but the parameters of what equipment can be funded changes yearly. Mr. Griep asked how the reimbursement occurs with NJ State. Mr. Metz asked when the end of the program year is. Ms. Disanza said that in her former library, they did not have to prove savings costs. She feels that we should prioritize the lighting portion first. Mr. Franz will explore this further.

Director's Report: Mr. Franz:

There are some changes within BCCLS. They are no longer requiring the 72 hour quarantine with items moving among libraries based on the new CDC policies. The Governors are opening things up and not requiring masks. Our new Program Coordinator, Adam Keeble, needs clear guidance so that when he is booking programs, he will have a policy about mask wearing or not. Attendance in virtual programs is dwindling. Patrons want to come to the library for tutoring and to use the meeting rooms. He shared a list of questions about capacity limitations, duration of visits, and cohorts of people together.

Today, Gov. Murphy lifted mask wearing in outside venues. A lengthy discussion ensued about requirements of mask wearing inside. The book group wants to meet in person again. We need answers fairly quickly to these issues. Mr. Harris said that programming outside could happen now. Inside the library, masks still need to be worn, regardless of vaccinations or not. Some patrons still are not comfortable coming in person. Ms. Schepker asked how the staff is feeling; Mr. Franz said that their biggest concerns are people who are not wearing masks. Ms. Schepker said we may need to send out a public service announcement. Ms. DiLorenzo said that new rulings from the Governor about 'no need to wear masks inside' may be coming soon. Ms. DeChiara asked if we have to abide by the local Hillsdale Board of Health. The Library policies are guided by Federal, State and local guidance. Mr. Harris cited new policies as of June 1st in the Ramsey Library as an example. He is suggesting that the Covid sub-committee meet very soon to develop new policies. Mr. Franz said that outdoor programming is being planned. Mr. Harris asked if we could remove the one hour time limit. Mr. Franz suggested eliminating the time limit and occupancy limit; the occupancy limit has never been an issue. But he did suggest keeping the one hr. time limit on the computer usage. The Library is still regularly cleaned and sanitized. Ms. Disanza spoke about the conflict of the Governor's mask wearing vs. indoor mask wearing. She suggested giving Mr. Franz leeway to make decisions about the mask wearing before the next Board meeting. Mr. Harris asked about managing indoor programming dates. Mr. Franz will ask Mr. Keeble to book outside programs now and project for the Fall; Mr. Keeble has an extensive list of programming ideas. Ms. Wertheim asked where the indoor programs would be held. Mr. Franz said it would be in the downstairs meeting room with a capped room capacity. She recommended that those programs be booked now to project for the Fall. Yoga will be held outside.

A motion was made by Mr. Harris to authorize Mr. Franz to:

1. Eliminate the building capacity limits, with social distancing to be maintained.
2. Continue to require masks wearing within the building until further notice.
3. Schedule programming to begin outside for the Spring and Summer months
4. Begin scheduling Fall programming now.

Seconded by Ms. Wertheim. Unanimous vote of approval.

New business: Trustees discussed the recent budget council vote and its impact on the library.

A discussion of revised policies for the Maker Space, primarily about safety, was tabled until the June meeting.

The Friends/The Foundation updates: None given.

The next regularly scheduled virtual Library Board meeting will be on June 14, 2021. A motion to adjourn the meeting was made by Mr. Harris, seconded by Ms. Schepker. Unanimous vote of approval. The meeting officially adjourned at 9:33 PM.

Respectfully submitted,
Deirdre Danaher
Recording Secretary

Topic: Board of Trustees
Time: May 17, 2021 07:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/81119082402?pwd=M1RVc3NHTUhGOHNNoNIAvMUFOdHgvZz09>

Meeting ID: 811 1908 2402

Passcode: 604858

One tap mobile

+13017158592,,81119082402#,,,,*604858# US (Washington DC)

+13126266799,,81119082402#,,,,*604858# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 646 876 9923 US (New York)

+1 408 638 0968 US (San Jose)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 811 1908 2402

Passcode: 604858

Find your local number: <https://us02web.zoom.us/j/kcgXaEHSr>