

Hillsdale Free Public Library

Board of Trustees

December 13, 2021

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

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

Excused: John Ruocco, Mayor, Mary Disanza, Seth Griep

Mr. Harris called to order a 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.

The meeting was called to order at 7:33 PM. A motion to approve the November 8, 2021 minutes was made by Ms. Wertheim, seconded by Ms. DiLorenzo. Unanimous vote of approval.

Public invited to speak: No one was present.

President's Report: Mr. Harris: This is the first in-person meeting since March 20, 2020, and he expressed delight seeing everyone. Mr. Franz and staff continue to offer excellent programming to our patrons. The parking lot has been re-stripped. The laser printed ornaments, being offered to the public, are wonderful. Circulation has been very good compared to neighboring libraries. This will be his last meeting as President as his three-year term is ending. A Nominating Committee will be formed to recommend new officers.

Nominating Committee: Ms. DiLorenzo, Mr. Harris, Ms. Schepker, and Ms. Wertheim and volunteered.

Treasurer's Report: Mr. Metz: This will be his last meeting as Treasurer as his three-year term of service is ending. He delineated the monthly revenues, expenditures and certain line items. Donations have been running a bit higher.

Mr. Metz made a motion to approve the bill list. Ms. Schepker approved, seconded by Mr. Harris. Unanimous vote of approval.

The Library will be opening a new account for the management of *The Friends* of the Library and The Foundation transactions. Other large gifts will also be deposited into that account. A bequest for \$5,000 was given in memory of John Arezzi. The new Financial Policy, adopted in May, calls for a separate account to be created to receive and expend donations that are not part of normal operating expenses. To open this account, Mr. Franz suggested that the Board approve the transfer of the \$5,000 Arezzi bequest from the operating checking account to initiate this new account. 2022 would begin with this new procedure.

Mr. Metz made a motion to authorize the Director to transfer the \$5,000 Arezzi bequest to open a second Library account holding *The Friends* and The Foundation donations and transactions. Mr. Harris seconded. Unanimous vote of approval.

Naming and Recognition Opportunities Policy: The committee decided that this is the final draft after several revisions. Mr. Metz explained what some other libraries do with regard to a naming policy. The policy moved from more specific to more general; we cannot be too specific and narrow in advance. While *The Friends* and The Foundation would make recommendations, the Library has the ultimate final say in the naming; for example, a name can be given in recognition of service to the Library or a donation. Mr. Metz elaborated on several sections of the policy. One section in particular discussed perpetuity and a majority vs. super-majority of vote needed. Mr. Harris said that we may need to amend the by-laws to ensure consistency of alignment between the by-laws and the Naming Policy.

Naming and Recognition Opportunities Policy: Mr. Metz made a motion to adopt this policy, as presented at tonight's meeting, with recognition that there may be a slight modification to align with the by-laws. Ms. Wertheim seconded. Unanimous vote of approval.

Director's Report: Mr. Franz: It has been 20 months since we met in-person and he profusely thanked all of the Trustees for their ongoing support and guidance. We began 2021 with Friday closures, early evening closures, we did not have a Program Coordinator, we had doordside pickup service. The Library has greatly progressed since then. Some of our programming continues to have good attendance except for the Foreign Films. Patrons are booking the study rooms in advance. Library usage and foot traffic are slowly improving. Cindy is enjoying meeting with the students who attend the book clubs.

Various maintenance tasks were completed including striping the parking lot, tree trimming, winterizing the sprinkler system and completing the LED Direct Install project. Mr. Franz projects utility savings with the new LED installations.

Mr. Franz presented a graph of Municipal Library Funding from 2006 – 2022. Municipal support has been relatively flat or reduced over that span of years. The Library took a financial hit in 2019. Mr. Harris said that the Library is an important cog in the education of our children, supporting our Seniors, and is an integral part of our community. Ms. Schepker shared statistics that she compiled from 2019 about Hillsdale's demographics. We are an inclusive setting, serving our residents with so much more than just books and that needs to be emphasized with the public. Mr. Harris would like to see the Library on a more positive financial footing. Ms. Lundy will share this information tomorrow with the Borough Council. There are two book clubs, one of which has been in existence for over 40 years. There are three children's book clubs and Mr. Franz is always amenable to opening additional clubs. Ms. Schepker asked Ms. DeChiara how the Library is tied in with the schools' curricula. Cindy maintains communication with the school librarians. Mr. Harris said that this information needs to be shared with the public. Mr. Metz wants our public to be knowledgeable about the library's offerings. Mr. Franz has been advertising for a part-time position. The continuing increase in the State minimum wage will have an impact on salaries and wages. Mr. Franz said that the Strategic Plan needs to be rewritten by the end of 2022.

Professional Services/Auditor for 2022-2023 engagement letter: Garbarini & Co.'s fee for the following two audits in 2023 and 2024 was reviewed. Mr. Franz recommends to the Board that we continue with their services.

Mr. Metz moved to retain Garbarini & Co., Ms. Schepker seconded. Unanimous vote of approval.

New business: Meeting dates for 2022 are appended below. Mr. Harris moved to accept the meeting dates as noted, seconded by Ms. Atchison. Unanimous vote of approval.

The Friends/The Foundation updates: No report given.

The next regularly scheduled Library Board meeting will be on January 10, 2022. A motion to adjourn the meeting was made by Mr. Harris, seconded by Mr. Metz. Unanimous vote of approval. The meeting officially adjourned at 8:43 PM.

Respectfully submitted,
Deirdre Danaher
Recording Secretary

Meeting dates for 2022:

January 10, February 14, March 14, April 11, May 9, June 13, July 11 (optional), August 8 (optional), September 12, October 17, November 14, December 12