

Hillsdale Free Public Library

Board of Trustees

November 8, 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, Abby Lundy, Liaison to Council*

Excused: *John Ruocco, Mayor*

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 7:35 PM. A motion to approve the October 18, 2021 minutes was made by Ms. Wertheim, seconded by Ms. Atchison. Unanimous vote of approval.

Public invited to speak: No one was present.

President's Report: Mr. Harris: He thanked Mr. Franz for preparing the 2022 budget proposal and noted that there was an increase of \$7,000 towards collection development. He deferred the rest of his comments to the general meeting.

Treasurer's Report: Mr. Metz: He delineated certain line items. The County grant is slightly larger than budgeted for, due to PPE funding for employees from BCCLS. Woodcliff Lake memberships are down slightly; Mr. Franz has accounted for that in the 2022 budget. We have a receivable of \$5,000 from The Foundation. The NJ Cash Management Fund is funding the parking lot striping.

Mr. Metz moved to approve the monthly expenses and checks, Mr. Harris seconded. Unanimous vote of approval.

Budget and Finance Committee: The committee met to discuss the Gifts and Donation Policy and revisions. The Borough attorney provided suggestions. The Hillsdale Library, *The Friends* and The Foundation each have their own boards, and separately have to vote to adopt it. The document should be presented to the public as a unified policy. Mr. Weir, from *The Friends*, suggested that the policy not be too specific. The policy has been modified to be broader. Ms. DeChiara asked about recognition and naming opportunities – a draft of that was circulated a year ago. That policy does need to be finalized. It can be reintroduced within the next two months. The question is how broad or specific it needs to be. The committee will meet separately to revisit that policy prior to the next meeting. Ultimately, the Library Board should be the entity to determine what items or areas would be available for naming opportunities. *The Friends* and The Foundation would have to present those donations to the Library Board. Mr. Metz will circulate a draft of the revised policy for

discussion and voting at the next Library Board meeting. In the naming policy, the Donor Gift Wall would indicate donation amounts.

Mr. Metz made a motion to accept the Gifts and Donation Policy, modified on 10-16-21, with changes to Sections 3, 5 and 9 and slight changes from this evening's discussion, Ms. Schepker seconded. Unanimous vote of approval.

Director's Report: Mr. Franz: He is requesting that one Trustee represent the Hillsdale Board as a trustee on the BCCLS Executive Board. Two of the trustee seats are filled by trustees from randomly selected libraries. Three Trustees expressed interest. The current issues will revolve around the shared digital collections and how much each library is contributing. They are also working on a unified search app. Any Trustee is welcome to attend these monthly meetings, but only one Trustee may be a voting member. Ms. Schepker agreed to serve. Ms. Schepker will be attending a Trustee presentation on community outreach tomorrow evening.

No one from the public attended the latest Foreign Film, but other workshops have had good attendance. LED light installation is progressing. Mr. Franz is looking for a site for The Giving Tree (a gifts & donation acknowledgement wall); he is suggesting creating a wall opposite the display cases in the lower lobby. The leaves could be made using the library's laser cutter.

Ms. Atchison asked about staying open later on Thursday evenings and the impact on the budget and the NJ State aid. Mr. Franz clarified that we have budgeted for later closings on Monday, Tuesday and Thursday evenings until 9 PM. If the Library doesn't open three evenings a week, it would not qualify for NJ State aid next year; not opening on Thursdays would impact a % of said aid. The Children's Librarian has agreed to work later hours on Thursday evenings. These changes are reflected in the updated budget. The savings in salaries and wages has been shifted over to collection development. Inflation may impact our utilities and the budget reflects that. An explanation of the 2020 data, released by the NJ State Library, was provided.

Mr. Metz asked if the budget is fiscally sound in order for the Library to be fully operational or is it too conservative? The budget is crafted with the 1/3 mil as a starting point. However, the current 2021 and proposed 2022 budgets are not getting us back to where we once were. Cindy and Mr. Franz are the two Library degree holders. With the loss of the third Librarian last year, there no longer is a concentration on teen services; spending on materials has decreased.

Last budget cycle, Mr. Franz wrote and presented a position paper to the Council Finance Committee about what the library could do if the budget was greater than the 1/3 mil.

Ms. Lundy said that the budget Mr. Franz prepared last year reflected the 1/3 mil. Other town departments are working with pared down budgets. Mr. Griep is strongly in favor in seeking ways to hire an additional full-time librarian. Ms. Lundy said that she could include, in her monthly report to the Borough Council, how many hours Mr. Franz is taken away from his job to assist the public. Ms. Schepker said some patrons have expressed disappointment with

the library's Sunday closure. Ms. Lundy said she would welcome any Trustee speaking at a monthly Council meeting about these issues. Mr. Harris said that we need to emphasize how we are a community gathering place; we are so much more than just a Library and building. Ms. Schepker said that patrons can download digital items and take them with them everywhere. She suggested that we promote our strengths and offerings. Mr. Metz said we want our residents to know what the value of the library is as an institution and that could stimulate donations. Mr. Harris asked if the library should have a committee that could have an advocacy role. Ms. Schepker referred back to the Mahwah campaign and how they raised awareness to increase their milage rate greater than 1/3 mil, using the Johnson legislation. It went to a town referendum. Ms. Schepker said that they did an excellent job raising awareness about the issues to their town residents.

2022 Budget Introduction: Mr. Franz: Mr. Metz made a motion to approve the 2022 budget proposal, seconded by Ms. Wertheim. Unanimous vote of approval.

New business: Mr. Harris suggested that the December meeting be held in person, with consideration for those Trustees who still wish to remain virtual.

The Friends/The Foundation updates: No report given.

The next regularly scheduled Library Board meeting will be on December 13, 2021. A motion to adjourn the meeting was made by Ms. Schepker, seconded by Mr. Griep. Unanimous vote of approval. The meeting officially adjourned at 8:58 PM.

Respectfully submitted,
Deirdre Danaher
Recording Secretary

Topic: Board of Trustees
Time: Nov 8, 2021 07:30 PM Eastern Time

Join Zoom Meeting
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