

## Hillsdale Free Public Library

**Board of Trustees**

**October 17, 2021**

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

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

*Excused: Al Metz*

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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 7:34 PM. A motion to approve the September 13, 2021 minutes was made by Ms. Schepker, seconded by Ms. DiLorenzo. Unanimous vote of approval.

Public invited to speak: No one was present.

President's Report: Mr. Harris: Tonight, we will be discussing a preliminary review of the 2022 budget. He noted several concerns. The 1/3 mil will be \$656,895, which is an increase due to increased home values, but will still be deficient due to a reduction of 36% in book collection as well as an increase in salaries and wages. The Library is now open on Monday and Tuesday evenings until 9 PM and we are considering opening later on Thursday evening which will impact the budget. NJ State Aid regulations require libraries in our service category to be open three nights a week. The Finance Committee discussed a number of issues. The Gifts Policy will be discussed. He deferred the rest of his comments to the general meeting.

Treasurer's Report: Mr. Franz spoke on behalf of Mr. Metz. He reviewed the budget summary, noting that the collection development is rather conservative. Three of the heavy bathroom doors needed repairs. Electric and gas were in line with projections. We received \$1,000 more from NJ State Aid for next year, now above \$5,000. There is a BCCLS by-law that requires all libraries to meet NJ State Aid requirements; being open three evenings a week is one such requirement. A motion was made to accept the checks for both September and October. Mr. Harris moved to approve the check expenditures for both months, Ms. Wertheim seconded. Unanimous vote of approval.

Budget and Finance Committee: The committee met twice and discussed the salaries and wages. Mr. Franz sent a memo to the committee; we have three full-time library positions. Mr. Franz discussed current and proposed salaries and wages and challenges thereof. The Librarian position, now eliminated, had been responsible for Thursday evenings. Many of the responsibilities of the Librarian are now born by others. Adjustments in compensation were

discussed. There are some gradations in salary increases for 2022. The finance committee discussed those increases.

Ms. Atchison joined the meeting at 7:53 PM.

Director's Report: Mr. Franz:

2022 Budget Introduction: Mr. Franz discussed the summary of the proposed 2022 budget and delineated a number of revenue changes.

- Our 1/3 mil rate increased to \$656,000, an increase of \$28,000. State Aid increased \$1,180. Other anticipated revenue streams are projected to remain lower. The revenue from used book sales is being reduced to \$1,000. Woodcliff Lake memberships used to generate approximately \$25,000. For 2022, they are projected to be \$15,000. Woodcliff Lake members can only borrow from Hillsdale. The 2022 spending budget is projected to be \$689,400.
- Salaries increased by \$29,000. The pension contribution could be adjusted by a %, PERS employees, increased by \$1,600. \$1,000 added to our insurance payment.
- The direct install project, with new LED lights, should reduce our electricity consumption but rates could increase given inflation. Projected increases for utilities are \$2,500, \$500 for water.
- The collection development allowance was reduced by \$28,810 to \$51,000. Mr. Harris expressed concern about this decrease and its impact on our overall library offerings. He asked about previous years; it is explained in Mr. Franz' lengthy narrative, with comparisons going back to 2007. Collection development spending was as high as \$108,000 in 2011; it has decreased since then. This impacts circulation and fine collection.
- Foot traffic is still down by half. Our circulation remains strong compared to other libraries, but our fine collection is down. Digital media generates no overdue fines.
- Ms. Lundy is now the New Jersey Library Assoc. (NJLA) Business Manager; she asked if the Library has applied for any grants. Mr. Franz said that there are monies available, but the Library does not always meet the parameters. Ms. Lundy asked if a grant writer would be of assistance and Mr. Franz said yes. American Rescue Funds went to larger library systems scattered throughout New Jersey. We belong to the Literacy program though Westwood Library, but we would not compete against them for a grant.

Salaries and Wages: Mr. Franz discussed the wages and salaries previously distributed. \$13. an hour is the new 2022 minimum wage as per State regulations. There will be an additional position on the main floor and an additional library floating assistant in the Children's Room on Thursday evenings. Some library assistants are already working Monday and Tuesday evenings.

Director's Report: The laser machine was used to engrave a number of tumblers for a Bergen Soccer team. The banner maker was used for an Eagle Scout project. Staff has been very responsive to our public's needs. Various class attendances were shared. The parking lot will be striped shortly. Tree trimming will be done in November. The total circulation was robust, over 91,000 items, much higher than neighboring libraries. The study rooms and porch are well used by day, quiet during the evenings. Most patrons are masked; signage still states masks are encouraged. Cindy is starting book groups for older children. Mr. Harris asked about the mother/toddlers' group that wanted to use the meeting room; the organizer is grateful for the opportunity, but it has not progressed further. The Thursday Night Book Club hopes to resume in person in January.

Ms. DeChiara left the meeting at 8:38 PM.

There are fewer children in the library after school. The standard policy for using the study room is one hour with a half an hour in between uses.

Future programming includes the Foreign Films series, a lecture on the real James Bond; the art classes with Deirdre are completely subscribed.

Mr. Franz spoke about the Personnel manual and the current policy about the library's closure when Christmas falls over a weekend. Ms. DiLorenzo made a motion to approve the closure of the Library from Thursday through Sunday Dec. 23<sup>rd</sup> – Dec. 26<sup>th</sup>, Ms. Disanza seconded. Unanimous vote of approval.

Gift and Donation Policy: Mr. Franz spoke on behalf on Mr. Metz. He noted that the new proposed policy incorporated recommendations from *The Friends* and from the Borough attorney on behalf of The Foundation. To be discussed at the next meeting.

New business: No new business.

The Friends/The Foundation updates: No report given.

The next regularly scheduled virtual Library Board meeting will be on November 8, 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 8:51 PM.

Respectfully submitted,  
*Deirdre Danaher*  
Recording Secretary

Dave Franz is inviting you to a scheduled Zoom meeting.

Topic: Library Board of Trustees  
Time: Oct 18, 2021 07:30 PM Eastern Time (US and Canada)

Join Zoom Meeting  
<https://us02web.zoom.us/j/82679011230?pwd=RGMwWktaOTRaZW1PVIN6REcxVTFTQT09>

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