

Hillsdale Free Public Library

Board of Trustees

May 9, 2022

In attendance were: Judy Atchison, William Berde, Mary DeChiara, Elizabeth DiLorenzo, Warren Harris, Al Metz, Amanda Miller, Carol Schepker

Also present: David Franz, Director of the Library

Excused: Janetta Trochimiuk, Barbara Wertheim

Ms. Schepker 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 April 11, 2022 minutes was made by Ms. DeChiara, seconded by Ms. Miller. Unanimous vote of approval.

Public invited to speak: No one was present.

President's Report: Ms. Schepker: She thanked the Trustees, Mr. Franz for his concept idea and Mr. Metz for his organization to distribute free Hillsdale Library tote bags. It generated a lot of goodwill and it was good publicity for the Library. The tote bags were funded by The Foundation.

Treasurer's Report: Mr. Franz, on behalf of Ms. Wertheim, stated that we received the last of the 2021's borough support check, \$54,537. We have a positive income of approximately \$4,000 across all categories and are on target with all line items. Woodcliff Lake memberships are slightly up. The Foundation's support check was received and will be reflected in the June report. Gas, per therm, is higher than last year and there also has been a chilly Spring.

Ms. DiLorenzo made a motion to approve the operating bill list, seconded by Ms. Atchison. Unanimous vote of approval.

Director's Report: Mr. Franz:

- A part-time junior library assistant was hired.
- Cindy is facilitating the Summer Reading Program and those flyers will be sent to schools.
- Evening hours' usage remains low; the same is true for other libraries. However, the study rooms' usage is up.
- He received a favorable quote for carpet and window cleaning; these will begin on May 18th. The library will be power washed as well. A updated quote of \$37,000 for new carpet tiles was received, \$14,000 of which would be the cost for the main floor. The fire sprinkler system is due for its 5-year fire code inspection; Mr. Franz received competing bids.

- He met with the By-Laws sub-committee and their report should be ready during the summer.
- Mr. Franz thanked everyone for their assistance distributing the free library shopping bags and promoting the library.
- Mr. Franz discussed other areas in the library that need repair or replacement. Mr. Metz asked what does the Borough contribute to these needs. Ms. Miller suggested that Trustees go as a group to speak with the Borough.
- Mr. Franz suggested marketing the library on Hillsdale Day, which will be in the early Fall, which would also coincide with the proposed library fundraiser.
- The Borough receivable, which was due from last year, was received. Ms. Schepker suggested that we lobby the Borough soon. Mr. Franz suggested sending them a letter, from the Trustees, delineating a list of the library's needs. Mr. Franz will draft said letter and share with the Trustees for further discussion. Mr. Berde asked how our proposed budgetary requests are reviewed at the Borough level.
- The Director's report listed attendance numbers for programs. Daily traffic, however, is still down by 50%. Special programs for children continue to have excellent attendance. The Bob Marley outdoor concert will be on Saturday, May 21st.

Committees:

- By-laws: Mr. Harris, Mr. Metz, and Ms. Wertheim: No report given.
- Building & Grounds: Ms. Atchison, Ms. DiLorenzo, and Ms. Schepker: No report given.
- Budget: Mr. Berde, Ms. Miller, and Ms. Wertheim: The proposed credit card acceptance policy was based on that of the Glen Ridge Public Library. The phrase *age limit of 18 and older* will be struck. No credit card transactions will be accepted over the phone.

Resolution #2022-2: Authorization to establish a Library Square account. A motion was made by Mr. Berde to accept Resolution #2022-2 to establish a Square account, seconded by Ms. Miller. Unanimous vote of approval. There is a one-time fee for the hardware and then a small % fee per transaction.

Resolution #2022-3: Authorization to establish a credit and debit card acceptance policy. A motion was made by Mr. Berde to accept Resolution #2022-3 to accept credit and debit cards, seconded by Ms. Miller. Unanimous vote of approval.

- Strategic Plan: No report given.

New Business: On Sunday, June 5th, from 11 AM – 4 PM, there will be an Educational Showcase with art exhibits and music performances in the town park from all 3 town schools and other residents. Mr. Metz suggested that the library have a table there to showcase features in the library such as the laser cutter, poster maker, etc.

The Friends/The Foundation updates: Mr. Metz said that The Foundation had discussed a possible wine and cheese fundraiser in the Fall with a minimal charge to attend. The main source of funding would be corporate sponsorships, journal ads etc. Next Monday, there will be a meeting of *The Friends*.

The next regularly scheduled Library Board meeting will be on June 13, 2022. A motion to adjourn the meeting was made by Ms. DiLorenzo, seconded by Mr. Metz. Unanimous vote of approval. The meeting officially adjourned at 8:24 PM.

Respectfully submitted,
Deirdre Danaher
Recording Secretary

Zoom link for Trustee participation:

Topic: Library Board of Trustees

Time: May 9, 2022 07:30 PM Eastern Time (US and Canada)

<https://us02web.zoom.us/j/84170199926?pwd=czRweDYrS2hUUEJHaDRGbksiRWZSdz09>

Meeting ID: 841 7019 9926 Passcode: 660752 One tap mobile

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