

Hillsdale Free Public Library

Board of Trustees

October 16, 2023

In attendance were: Judy Atchison, William Berde, Carol Schepker, Elizabeth DiLorenzo, Warren Harris, Barbara Wertheim

Also present: David Franz, Director of the Library, Janetta Trochimiuk, Council Liaison

Excused: Mary DeChiara, Al Metz, Amanda Miller

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 7:32 PM. A motion to approve the September 11, 2023 minutes was made by Ms. Wertheim, seconded by Mr. Harris. Unanimous vote of approval.

Public invited to speak: No one was present.

President's Report: Ms. Schepker: The Social was well received with over 200 attendees. There was a wonderful variety of food from local eateries. Ms. Schepker thanked all the Trustees for their help that evening. Feedback was discussed. She deferred the rest of her comments to the general meeting.

Treasurer's Report: The Library is fiscally sound. Checks for programs offered increased. Revenues are up in a number of areas including WL memberships, fines, photocopies/printing, among others. Collection development expenses are above what is currently budgeted for.

A motion was made by Mr. Harris to accept the operating bill list, seconded by Ms. Schepker. Unanimous vote of approval.

Director's Report: Mr. Franz:

- Correspondence: Emailed letter received from Julie VanDyken was shared with trustees. The policy to permit a partial charge of \$10 for a damaged book was passed at the previous meeting. Ms. VanDyken was invited to come to the previous meeting or this evening to present her concerns; she did not attend either. Her letter will be acknowledged with a return letter on behalf of the Board.
- Met with the carpet vendor who will be providing a quote for carpet tiles. If the Borough approves that, work could begin in January. It could take a full week for the rip up and replacement work. Large areas of the library will be unavailable for public use.
- Will meet with the Borough Administrator regarding a roof replacement. It will require multiple Borough personnel to draw up the proposal and bid process.
- Will be developing a town survey as part of the next strategic plan.
- Will be updating the library portion of the history of the library since 1998 at the request of the Hillsdale 125th Anniversary Committee.
- In two years, the library will be celebrating its 90th anniversary. In twelve years, when the library is 100, what will the library look like then?

- He will begin serving a 3-year commitment to the BCCLS Executive Board; he brings a long history of library experience to that Board. It will allow him to see the global picture of multiple libraries and policies.
- Ms. Schepker asked if any donations were given based on the Social. Ms. Hahn has noted more donations to *The Friends* due to their recent solicitation letter. Ms. Schepker asked about holding a workshop on planned charitable giving and Mr. Franz is considering that through The Foundation.
- *The Friends* will provide a certain amount of funding, up to \$5,000, towards an audio system. Dylan Franz will be volunteering to install a sound system throughout the library.
- The Santos duo will be performing in December; Ms. Schepker offered to loan them her own portable sound system.
- Ms. Wertheim said that the Bill Ervolino presentation was excellent.

Draft 2024 Budget: Mr. Franz shared a draft of the 2024 budget.

- The Board will review it and then, with any amended changes, it will be sent to the Borough.
- He met with the Borough CFO, David Young.
- Municipal support of \$750,235, which is at least 1/3 of a mil of the equalized property value for Hillsdale, is required to receive \$1.25 per capita in State Aid. The 1/3 mil increased somewhat substantially; it is a 2-year rolling average of actual real estate sales. It is also a requirement for membership in the Bergen County Cooperative Library System (BCCLS). He made some changes to the budget to account for that.
- Mr. Berde asked if you have to use all of it and there is no rule.

Mr. Franz delineated budget line items with explanations. Some highlights were:

- The library will maintain the current hours of operation and continues to be closed on Sundays.
- The collection development line increased, which is in line with where it was in 2016-18.
- Budgeting for utilities was slightly increased.
- Repairs and maintenance may need to be increased to continue internal repairs and replacements such as ceiling tiles. We will be slightly over budget for repairs this year. Estimates for gutter cleaning were all over \$1,000.
- BCCLS bill is higher, management contracts for the PCs increased.
- Revisions to the supplies line have been increased due to more usage of the poster printer rolls etc.
- Attendance for staff to attend conferences has been increased.
- The 1/3 mil reflects an increase of \$48,000 from 2023.

Digital items do not produce overdue fines.

He has not allocated \$14,900 which was opened for discussion. Some suggestions were:

- Mr. Franz suggested that the Board consider opening Sundays (a lot of Libraries are still not open on Sundays).
- A Library student, an aspiring professional, could be hired to do teen programming and bolster more children's programming. Ms. Wertheim asked how many hours that would entail and he said some hours during the week and on Saturdays.

- Collection development could be increased.
- Funding could be increased for maintenance.
- Ms. Schepker asked about opening one Sunday a month, but some felt that that might cause confusion. Staffing might be an issue for that.
- We need a regular contract for the HVAC system; he will be getting quotes for that.
- Mr. Berde asked if we could keep the \$14,900 on hold and Mr. Franz said that it could be reserved as contingency.

- Mr. Franz was asked to forecast any capital needs so that the Borough can explore possible grants. The ‘capital narrative’ section needs to be written. Some systems in the library such as the telephones and compressors are quite old. The retaining wall needs to be replaced.

- Ms. Schepker said that The Foundation’s role is to help solicit donations as part of estate planning.

The Friends/The Foundation: Nothing to report.

New business: None reported.

The next regularly scheduled Library Board meeting will be on November 13, 2023. A motion to adjourn the meeting was made by Mr. Berde, seconded by Ms. DiLorenzo. Unanimous vote of approval. The meeting officially adjourned at 8:43 PM.

Respectfully submitted,
Deirdre Danaher
Recording Secretary