

Hillsdale Free Public Library

Board of Trustees

October 21, 2024

In attendance were: William Berde, Elizabeth DiLorenzo, Warren Harris, Elizabeth Leonard, Amanda Miller, Kelly Pacor, Carol Schepker, Barbara Wertheim

Also present: David Franz, Director of the Library, Jonna Davis (Mayor's Alternate), Janetta Trochimiuk (Liaison to the Council)

Excused:

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 September 9, 2024 minutes was made by Ms. Miller, seconded by Ms. Wertheim. Unanimous vote of approval.

Public invited to speak: Mr. Paul Gross attended.

President's Report: Ms. Schepker: There was robust attendance for September events. She thanked Mr. Gross for being here this evening. She deferred the rest of her comments to the general meeting.

Treasurer's Report: Ms. Wertheim: All checks are to the usual vendors. WL memberships, fines and other normal revenue generating areas are all up. Noted that utilities had decreased. Donations have exceeded the budgeted amount.

Mr. Harris made a motion to accept the operating bill list as presented, seconded by Ms. Wertheim. Unanimous vote of approval.

Director's Report: Mr. Franz:

- He extended a warm welcome to the new School Superintendent's Alternate, Kelly Pacor.
- Increase of patrons asking how to use the special equipment such as the laser printer.
- September circulation was very good, the strongest being digital. 14% of patrons are using digital resources exclusively. Ms. Trochimiuk asked about digital circulation and Mr. Franz explained the variety of digital services that the library offers.
- The teens that helped out at the Fall Festival were excellent.
- The Hillsdale 125th Anniversary book is for sale at the Main Desk. The Library is featured.
- Mr. Franz advised that the website is continually tweaked for accessibility, but we have until April 2026 to be fully compliant with accessibility requirements.
- Constant Contact active email addresses were compared with residential addresses. The library is reaching about 50% of the physical addresses when emails are distributed. Social media posts get a number of likes and shares (Facebook)

- Community Survey: This is part of the strategic plan. 530 responses have been received thus far. Pascack Press will send out another press release. Mr. Franz spoke about the data analysis; he is seeking a broad demographic response.
- Performance reviews need to be conducted.
- 2025 Draft Budget: The 2025 draft budget was presented for discussion. The draft budget is due to the borough on October 24. The 1/3 mil for 2025 will increase 10%, \$74,612. Mr. Franz provided a summary of municipal support and budget history from 2005 through 2024. For future considerations, we could resume Sunday service or hire another part-time staffer. The new NJ minimum wage will be 2.7%, \$15.49 per hour.
- Salaries and wages were broadly discussed based on the draft budget report. Mr. Berde, Ms. Davis, Mr. Harris, and Ms. Schepker volunteered to serve on a sub-committee for salaries review.
- Capital requests: The major item is the roof repair; the request will be revised to total \$170,000. Several proposals were received and Mr. Franz is exploring NJ State cooperative contracts. The HVAC system has a number of different units, so that if one stops functioning, it does not impact the whole system. The aging units remain a concern.

The Friends/The Foundation: No reports given. *The Friends* hope to issue a fundraising letter shortly.

New Business: No new business to report.

The next regularly scheduled Library Board meeting will be on November 11, 2024. A motion to adjourn the meeting was made by Ms. Wertheim, seconded by Mr. Harris. Unanimous vote of approval. The meeting officially adjourned at 8:33 PM.

Respectfully submitted,
Deirdre Danaher
Recording Secretary