

Hillsdale Free Public Library
Board of Trustees Meeting

February 12, 2007

In attendance were: James Borowski, Marie Hanlon, Warren Harris, Kim Kralik, Dr. Elliott Lichtstein, Allen Saslowsky

Also present: David Franz, Director of the Library, John Sapanara, Liaison to Council

Excused: Marsha Demarest, Paul Gross, Gary Weir

Marie Hanlon, President, 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 7:30PM. A correction to the January minutes was noted, Dr. Lichtstein is the new Treasurer, and Marsha Demarest is the new secretary. With that change, Mr. Borowski made a motion to approve the January minutes, Mr. Saslowsky seconded. Unanimous vote of approval.

President's Report: Ms. Hanlon: As she has just assumed this leadership position, there is no President's report at this time.

Treasurer's Report: Dr. Lichtstein: The Library is fiscally sound.

Operating Bills: PSE & G – Mr. Borowski asked about some of the lights outside that were on quite late; Mr. Franz will check on that.

Mr. Franz suggested that the capital campaign account and the construction accounts be merged into one. There are no more construction expenses except for the landscaping. The current bank accounts have good interest rates. Dr. Lichtstein suggested that we review the accounts and see what amount could be put into a reserve account. The board members discussed merging these two accounts, setting up a reserve fund, reviewing it every six months and the money would be used outside of the normal operating expenses. Dr. Lichtstein made a motion to have the director combine the construction account with the capital campaign account. The Director will advise the Board every six months as to monies that can be transferred to the reserve account from the operating account. Once money is transferred to reserve it can only be applied toward unanticipated expenses with the approval of the Board. Mr. Borowski seconded. Unanimous vote of approval.

Director's Report: (see attached) Mr. Franz:

- Mr. Borowski asked about the security system. There is a button installed at the children's desk and when activated, it chimes at the main desk. There is a webcam with streaming video in the lobby and there are some technical issues to be worked out for the main desk to see the first floor desk. Ms. Kralik asked about the third floor. Volunteers may be recruited to index the newspapers and this can be done on the third floor. The staff was very enthusiastic about the webcam, so it is very possible to put one up there. There was a staff circulation party hosted by Debbie Lease and it was well attended.
- Delivery service to the homebound is being considered.
- The annual report for 2006 was distributed and Mr. Franz noted highlights. The very thorough report discussed circulation statistics, library collections, hours of service, patron registration, programming and budget. The Library has shown a lot of gains in terms of increasing our new

books since 2004. Over 6,000 children's books were added to the collection; we received at least 3,000 of that in donated books! Old books were weeded out. Copies of this report will be given to Mr. Sapanara for presentation to the Mayor & Council. Board members congratulated Mr. Franz on such a well prepared report.

- Ms. Hanlon asked about Laura's leave of absence. Laura is already setting up all of the summer programs now.
- "One Day Hillsdale" photo-journalism book proposal was distributed by Mr. Franz. He said that he didn't feel it would cost a lot of money. All the pictures taken would go on the Library website. Every person would have to sign a release that they could be edited and would become the property of the library. Photos would be taken during National Library Week (April 16th – 20th). Mr. Franz met with *The Friends of the Library* and they will be purchasing some inexpensive cameras for people to use. This flyer will go into the April newsletter and should be sent to all of the local schools. Perhaps the teachers or a photography club at the high school could take some photos. It will also be advertised on the local town board.
- There will be a Harry Potter Party on Friday night, July 21st for the new book release. We sold 95 copies the last time. The staff is considering a lock-in/sleep-over. It would require a lot of chaperoning. The board members discussed all of the parameters. This would be targeted possibly for 5th – 8th graders. Mr. Franz will discuss this further with Cindy and Laura.
- The landscaping estimate substantially increased from the last submitted estimate. The Library has budgeted \$5,000.

Committee Assignments:

Building and grounds - Mr. Borowski and Dr. Lichtstein will continue to serve
Internet Access Committee – this sub- committee would review the existing policy and make a recommendation to the full board about a filtering policy. No volunteers were named at this meeting. The board discussed a filtering policy and do we have a need for that, except in the children's room. Mr. Franz asked the board members to look at our existing Internet policy on our website for possible revision.

New Business:

- Ms. Hanlon asked if the next board meeting could be changed to March 19th. All Board members were in agreement and Mr. Franz will send out a reminder.
- Ms. Laura Leonard sent a beautiful letter to the board with thanks for her recognition. Ms. Hanlon said we are very fortunate to have such a wonderful staff and Director!
- The Chief of Police asked that we designate the spot on the side door on Yessler Way for deliveries etc. Temporary signs will be posted. Some complaints are anticipated.
- Mr. Franz will update the Library Board Trustees list and send that out to all Board members.
- The Senior Citizen Movie club has a steadily increasing attendance.
- Ms. Kralik asked about the mural in the children's room. Christine Mungo has already started. We have to be careful of any copyrighted material.
- Mr. Franz suggested that we paint certain high usage areas on a regular basis.

The next Library Board meeting will be on March 19, 2007. Mr. Borowski moved to adjourn the meeting, Ms. Kralik seconded. The meeting officially adjourned at 8:45 PM.

Respectfully submitted by:
Deirdre M. Danaher
Recording Secretary