

Hillsdale Free Public Library
Board of Trustees Meeting

April 10, 2006

In attendance were: James Borowski, Marie Hanlon, Paul Gross, Kim Kralik, Dr. Elliott Lichtstein, Karyl Lynn, Nancy McKerahan, Gary Weir, Allen Saslowsky

Also present: David Franz, Director of the Library, Donna Chapman, Council Liaison

Gary Weir, 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 7:33 PM. Ms. Hanlon made a motion to approve the March minutes, Mr. Lynn seconded. Unanimous vote of approval.

The public was invited to speak. Mr. Robert Hewitt and Mr. Michael Giancarlo, representing *The Friends*, were present.

President's Report: Mr. Weir: He will not be able to be in attendance at the re-dedication. He deferred his comments to the general meeting.

Treasurers' Report: Mr. Borowski: We are still awaiting payment from the town. The Borough is working on the final budget. We received \$19,000 from last year's remainder of the budget. The CPA will be auditing our books next week. Mr. Gross asked about capitalizing certain items, i.e. some of the computers. We need to ask our accountant about this first. Most libraries transfer left-over monies into a cash management fund and we should have 10-15% in an account always on reserve for emergencies. Mr. Franz will make inquiries with other libraries.

Director's Report: Mr. Franz: There were several excellent recent articles in The Bergen Record about our Library. He expressed his appreciation to the Board for the review that he received. He will be working on programming going into the new operating period. He is receiving very favorable sponsorship/pledges for his upcoming Marathon run which will benefit the Library. Total pledges to date for Mr. Franz is \$2,400. He discussed the 'fine amnesty week' during the week of the Grand Opening. Total of current fines thus far is \$4,500. which includes replacement value. Some of this includes people who have moved away some time ago to other states, so we will not be able to recoup some of that. There is a system-wide cap of 50 borrowed items at any given time. \$10. of accumulated fines triggers a temporary suspension of usage on the card until partial or full repayment is made. The week of amnesty is for goodwill and good publicity. We collect between \$16,000-18,000 in overdue fines yearly. A motion was made to adopt the 'one week amnesty'. Mr. Lynn approved, Mr. Borowski seconded. The Board gave their unanimous vote of approval for this. Mr. Franz said that it could be limited to very old items; perhaps a year or more, books lost a year or more, fine etc. This would be publicized in the newsletter and in press releases. The final decision would be made by Mr. Franz.

Kurt Gallagher gave a presentation to over 100 children and it was very well received. All the furniture was pushed aside. Overflow parking went onto Hazelwood. Laura Leonard is planning a Teen Poetry night the end of April. A game night for teens is planned for this week. Mr. Hilu's painting has been relocated to the main stairwell. A larger exhibition of his art will take place in May in the meeting room. His work will be for sale with 30% of the proceeds going to the Library. The Ridgewood Camera Club will display prints throughout the building in July/August. Thank you letters to Mr. Ed Alter and Mr. Jim Pellecchia have been sent (see attached). The year to date budget has been updated

to reflect additional checks. A BCCLS Trustee orientation at the New Milford Library will be taking place on June 7th. All Trustees are invited, information was distributed. Mr. Weir is encouraging Board members' participation at the Library Trustees Conference the end of October.

Construction: Mr. Franz: Michelle noted some final items that need to be taken care of. On Friday, the electrical inspector was here and would like some additional emergency lights in the stack areas. There should be an emergency night light at the end of every stack. Originally, the architect didn't distinguish between night and emergency lighting. There should be some emergency packs that go on if the power goes off. We won't get the TCO until this is rectified. Ms. Kralik will address this concern with Mayor Deutsch. Mr. Lynn asked how long would it take to complete and it should be done in a day. Butch can do this for us. The parking lot lighting will continue to be on all night. The fire door is working fine. Picture molding will be hung in various areas of the building to allow for flexible art displays. The sprinklers will be installed shortly.

Mr. Weir asked the Board to keep transmission of information within the Board between meetings and not share with the public.

Construction Bill List: 3 invoices (see attached, p. 8) Invoice #'s 122, 123 and 124 for a total of \$3,443.28. Dr. Lichtstein moved to approve the bill list, Ms. McKarahan seconded. Unanimous vote of approval.

Mr. Gross said that approximately 300 families contributed to the campaign and he is most anxious for *The Friends* to mail a letter to these donors to encourage their continued spirit of generosity. He is suggesting increasing the donor level and designate it as a "platinum club" or something to that effect. Various amounts of donations should be rewarded with a bumper sticker or book plate etc. Dr. Lichtstein suggested "junior donors". Mr. Lynn introduced Mr. Giancarlo as President of *The Friends*. Mr. Giancarlo spoke highly of the Board and he will be very pleased to attend future meetings. Mr. Gross suggested that he establish a sub-committee that would act as an Advisory Board which would give recognition to citizens who have made considerable donations or assistance to the Library. Mr. Giancarlo is most eager to capitalize on this momentum.

Mr. Weir asked about the Patron Privacy.

Re-dedication Planning: Mr. Franz: We've secured the West commuter lot and part of St. John's as well as various street parking. The next newsletter will give detailed instructions. Police will guide our patrons with parking and walking. Portable grandstand from the DPW will be installed in the patio. Prestige Party rentals are renting us a 20x40 tent for approximately \$500 – \$600. The American Legion will provide some people for the Color Guard. The band will play something patriotic. Refreshments will be handled by Ms. McKarahan. The Rockland Co. Concert Jazz band is contracted for \$750. with 18 band members including two vocalists. In case of rain, they will be play around the 3rd floor. They will provide us with their amplification system. Two children's story book characters will be walking around. Give aways include mugs, balloons, pens, magnets, and book marks. Formal invitations to campaign donors are forthcoming. Invites to all BCCLS directors have been sent. Laura is working with the teen advisory group (TAG) to handle the balloons, tour guides, etc. The teens will have special t-shirts made up for them. All Board members are requested to be here by noon. There will be an official agenda. There will be an invocation and then three speakers. Freeholders and dignitaries will be invited to speak and finally the ribbon cutting. The whole ceremony should last about a half an hour. It will begin at 2:15 PM. Chairs will be outside but most people will be standing. The official hours will be from 2 – 4 PM. How do we estimate numbers of guests for refreshments? Mr. Weir suggested that we borrow the Fire Department's rolling sign for a week to put on the front lawn advertising this. Ms. McKarahan said we may have to rent additional coffee pots, tables, etc. Mr. Gross suggested that we

temporarily close the circulation desks. The Board would like to open up the 3rd floor to the public as soon as possible. The Friends would like to make a donation towards the dedication and Mr. Franz said that would be fine. Mr. Weir invited *The Friends* to have a sign-up table with signage and information for membership. Ms. Kralik, Mr. Saslowsky, and Ms. Hanlon have offered to help with the refreshment set-up.

A motion to adjourn the meeting was made by Mr. Lynn, seconded by Ms. McKarahan. The meeting officially adjourned at 8:34 PM. Our next board meeting will be May 8th.

Respectfully submitted by:
Deirdre M. Danaher
Recording Secretary