

**Hillsdale Free Public Library**

**Board of Trustees Meeting**

**May 14, 2007**

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*In attendance were: James Borowski, Marsha Demarest, Paul Gross, Marie Hanlon, Warren Harris, Kim Kralik, Dr. Elliott Lichtstein, Gary Weir*  
*Also present: David Franz, Director of the Library*  
*Excused: John Sapanara, Allen Saslowsky*

Ms. 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 7:35 PM. Mr. Borowski made a motion to approve the April minutes, Mr. Weir seconded. Unanimous vote of approval.

President's Report: Ms. Hanlon deferred her comments to the general meeting.

Treasurer's Report: Dr. Lichtstein: The Library is fiscally sound. Dr. Lichtstein will provide an updated financial report for next month's meeting. Mr. Franz explained what a net lenders reimbursement is. Mr. Gross asked about the utilities bills and also the Bergen Co. newspaper grant (it is both income and an expense, the expense for scanning and digitizing. The Board is matching that with approximately \$3,000. Mr. Gross noted a clarification needed to the budget. Board members discussed generated revenues from Woodcliff Lake memberships (we have approximately 10-20 member families). Mr. Gross suggested putting an ad in the newspaper in Woodcliff Lake to encourage new membership. Another Library offers a tiered system which we don't. Some Woodcliff Lake residents prefer to go to Nanuet or Pearl River. Mr. Gross suggested providing flyers to the W.L. local schools or ask our Board member Mr. Saslowsky to speak with our Superintendent and theirs. Cindy should get their summer reading list. Mr. Gross suggested inviting the new Woodcliff Lake School Superintendent to our Library for a tour. Mr. Franz will send the invitation.

Director's Report: (see attached) Mr. Franz: We received a \$5,000 grant from the Kenny Cardaci Foundation which was applied to the Children's Room picture book shelving. Board members toured the children's room to see changes made. Cindy met with 90 Hillsdale Kindergarten students last week and they received bookmarks etc. Outreach has been made to St. John's as well. Most children get their Library card in September. Mr. Franz will be meeting in the near future with the schools' media specialists. Over 300 photos were submitted for The One Day in Hillsdale book and there will be enough to make a suitable book. The book will be available for purchase and may be borrowed from the Library. It is a way of community outreach. Mr. Franz walked throughout the town encouraging business owners to take photos of their own businesses in operation and submit them. A lovely honor was held for Bob Hewitt by *The Friends*. The banner is ready for Library members to march behind in the Memorial Day parade. Mr. Franz will

be attending the Highlands Regional Cooperative meeting; one of four regions. NJ State funds four day delivery and BCCLS funds the fifth day. Delivery is up overall 20%. Mr. Franz encourages board members and others to write to their State politicians to increase funding for this service. The May newsletter may be the last as the town has moved to a new format, 'The Hillsdale Herald'. Our existing newsletter would not fit as an insert into this newsletter. Mr. Gross suggested that our newsletter be sent to existing library patrons on-line. Mr. Franz will send a mock up Library newsletter and see what this new newspaper can accommodate.

Ms. Hanlon corrected that there were 48 seniors at the cinema; more chairs are needed. Mr. Franz will look into that.

Mr. Franz presented an "Unattended Child Policy" from the Paramus Library and it is recommended as a model for our Library. Mr. Franz reviewed it with Cindy and he was introducing it tonight for the Board's consideration. Age 13/adult was discussed and 13 would be an age of a teenage babysitter. Approximately 5 families leave their children here frequently without adult supervision. Ms. Demarest asked about watching unattended children left at closing. Ms. Kralik asked about changing the wording to call the police at closing and not wait 10 minutes. With that change, all Board members were in agreement with the policy. Mr. Gross moved to accept this policy, Ms. Kralik seconded with the incorporated wording change. Unanimous vote of approval. Mr. Gross suggested that Mr. Franz provide the Police Chief with a copy of the policy and let them know of the closing time policy.

Ms. Kralik spoke about Channel 77 programming that contains mostly Library announcements. Ms. Kralik went to a meeting with the Borough and town schools. Presently the town has a web based service that can handle 30 second video clips and flashes bulletin board messages on a cycling "wheel". Ms. Kralik said the town and schools and possibly the Library would provide videotape and it would be presented on a TV station. There is a studio in Pascack Valley HS and George White MS. The switching station is at the Borough office. The town and schools would like to put aside monies to pay for an upgrade to a video server. This would be able to broadcast videos of greater length. Dr. Lichtstein asked about the future of analog video vs. streaming video on the internet. Laura or Mr. Franz would be the most likely people to do any video taping and editing. Mr. Franz asked how do you measure your viewing audience and the time spent producing a video vs. the end results of viewership and its effectiveness. Ms. Hanlon suggested that the high school students do the videotaping. Mr. Gross suggested that we ask the town for perhaps four hours of programming time four times a year and participate in this program without a huge commitment. Ms. Hanlon would like more information.

### **Committee Reports**

Building and Grounds: We still have no interested bidders. Ms. Kralik suggested we raise our budget and go out again for bids. Dr. Lichtstein suggested that we send out letters to various nurseries and see what they could do.

There is \$31,000 in a reserve budget plus another \$15,000 from last year's budget and we could apply some of that to the existing budget. Ms. Hanlon suggested that we look at the existing landscaping plan.

Internet Access: Warren Harris: Mr. Harris will review our current internet use policy.

*The Friends:* They are fiscally sound. Mr. Weir is getting very good feedback from the current mailing and has gotten several platinum members (donations of \$500 which gives lifetime membership). There was a recent Sunday reception for members of *The Friends*.

New Business: Mr. Weir: He wanted the Board to send condolences to Laura Leonard on the death of Laura's mother who herself was a Librarian for many years in Englewood.

The Board voted to go into closed session. They voted to go back into open session. Ms. Hanlon asked everyone to please submit their evaluations.

The next Library Board meeting will be on June 11, 2007. Mr. Borowski moved to adjourn the meeting, Mr. Weir seconded. The meeting officially adjourned at 9:20 PM.

Respectfully submitted by:  
*Deirdre Danaher*  
Recording Secretary