

Hillsdale Free Public Library
Board of Trustees Meeting

June 11, 2007

In attendance were: James Borowski, Marsha Demarest, Paul Gross, Marie Hanlon, Warren Harris, Kim Kralik, Gary Weir

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

Excused: Dr. Elliott Lichtstein, Alan 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 7:38 PM. Mr. Weir made a motion to approve the May minutes, Ms. Kralik seconded. Unanimous vote of approval.

President's Report: Ms. Hanlon: She deferred her comments to the general meeting. She spoke with Mr. Franz about Woodcliff Lake for follow-up (letter attached sent to the W.L. School Superintendent). Our Annual Report to NJ State – one or more Board member must attend a minimum of three hours of professional development for Library Board members. Ms. Hanlon distributed a brochure about the NJ State Library Trustee Institute. Ms. Hanlon said it was a pleasure marching with the Library Bd. during the Memorial Day parade and there was a very positive response from the onlookers. Mr. Franz gave out Library pens along the route.

Treasurer's Report: Dr. Lichtstein was not present. Mr. Franz noted that there is a correction to the account summary noted on p. 6 of the budget report, 'NJ State Aid brought forward'. Also, the third column should read 'Budget Variance' instead of '\$ over Budget'. Mr. Franz spoke about Monmouth Communications that the town had previously contracted with for telephone services. The town recently changed to a different carrier and we switched, too, in accordance with the town, resulting in lowered overall rates. Mr. Borowski suggested that we look at the business option of Optimum Voice. Mr. Gross asked if BCCLS has a buying service. They do for Library type services, but they don't have bulk rates for stationary items etc. Mr. Gross suggested that Mr. Franz speak with Bob White, BCCLS Director, about this. For some services, such as power washing, Mr. Franz seeks several bids. Ms. Kralik said she would assist by looking into some bulk buying and would report back to the board.

Director's Report: (see attached) Mr. Franz: There is someone on staff who is knowledgeable about Quick Books and Mr. Franz is exploring the opportunity to delegate bookkeeping duties. Circulation has gone down since last year and Mr. Gross asked why. Mr. Franz responded that it is hard to pinpoint reasons. The re-opening of the Library and its newness accounted for some of the initial increase in circulation. Changes in demographics are another reason. Mr. Gross wondered what the % of turnover of houses is; the town population is down slightly (10,087).

Circulation went from 90,000 to 200,000 items in a year and then went down slightly from that. Programming doesn't necessarily influence circulation; our overall programming is similar to last year. There is a welcome packet for new residents. Ms. Hanlon suggested that we have an informational tri-fold at the Borough Hall and also give that to the realtors. Ms. Hanlon also asked that we pursue delivery to shut-ins. Mr. Harris asked if we publicize our new books. There is a link on the website for new items in the last four weeks as well as displays on the main floor. We have two active book clubs. Mr. Franz spoke about old newspapers from the 1930's and there were new books listed in the paper then. Displays are frequently changed on the main floor. Mr. Franz will take advantage of the 'Hillsdale Herald' for announcements. The old Hillsdale Herald newspapers 1929 to 1942 are now fully scanned and on line. The Library has purchased 40 jazz CDs and sets purchased in memory of Karyl Lynn. Press releases about this and the Kenny Cardaci Foundation donation will be sent out. There will be a used book sale on June 30th and a request will go out for donations. Ken Koury Power Washing from Park Ridge will be cleaning the Library.

BCCLS has set up listserv software which enables anyone with an email address to subscribe to the Hillsdale Library listserv.

Mr. Gross and Ms. Hanlon said that it would be a good PR to send invitation letters to the various Woodcliff Lake Council members. Mr. Sapanara said he would ask our Mayor to approach the W.L. Mayor about an invitation to visit the Library. Applications for Montclair, Roseland and Bloomfield to become BCCLS members have been received. These libraries would be drawing on the BCCLS server power and from the overall collections, but two of the three libraries are strong. Mr. Gross made a motion to accept this, Ms. Hanlon seconded. Unanimous vote of approval.

The Hillsdale Public Library Privacy Policy with the Borough Attorney's revisions was presented for review and discussion. Mr. Franz highlighted a few clarifications. A motion to adopt this was moved by Mr. Gross, seconded by Ms. Kralik. Unanimous vote of approval.

Committee Reports

Building and Grounds: Dr. Lichtstein was not present but had indicated that he had the name of an interested landscaper. Mr. Harris had spoken to a landscaper in Paramus a few weeks ago and they were also interested.

Internet Access: Warren Harris: He reviewed the Internet Policy and said it was adequate the way it had been written a few years ago with minor updates. Time limits might need to be re-visited as well as the filtering software. Mr. Franz spoke about the NJ Obscenity Law if a patron brings up inappropriate pictures. Mr. Franz said that there is an officer on the Hillsdale police force who is a member of a computer monitoring task force and Mr. Gross suggested that he be invited to present to the Library staff about appropriate computer usage. Filtering software leaves a false sense of security. Our computers are not filtered. Ms. Demarest said that the computers are right next to the circulation desk and office in the children's room and are monitored. They are reserved for students up through 8th grade. There is a report that reviewed Internet filters (*Internet Filters: A Public Policy Report the Brennan Center for Justice*). There are no perfect filters and some would filter out legitimate information. Mr. Franz will prepare a report on this for the Board

members and for a further discussion for September.

The Friends: Joint book sale is June 30th. They received \$4,500 in donations from the recent mail solicitation. *The Friends* are still in need of active volunteers. Donors like the *Oops* cards! Some new *Friends* are anxious to become more involved.

New Business: Mr. Franz: Yessler Way will be used for parking when there are construction trucks in the parking lot. Gravel will encompass a larger area, 26 parking spaces and the rest will be asphalt. The Borough is paying for this.

The Board voted to go into closed session. The Board voted to go back into open session. Ms. Hanlon will share the results of the Library Director's surveys with Mr. Franz this week along with commentaries. Mr. Gross asked if Mr. Franz does a written evaluation of all of the staff and he is working on that with the assistance of Debbie. Ms. Hanlon said that the Board has the option to opt-out of meetings in July and August. Board members agreed to meet in July and then decide about August 13th.

The next Library Board meeting will be on July 9, 2007. Ms. Demarest moved to adjourn the meeting, Mr. Harris seconded. The meeting officially adjourned at 9:20 PM.

Respectfully submitted by:
Deirdre Danaher
Recording Secretary