

Hillsdale Free Public Library

Board of Trustees Meeting

June 12, 2006

In attendance were: Marsha Demarest, Warren Harris, Marie Hanlon, James Borowski, Alan Saslowsky, Mayor Dennis Deutsch, Gary Weir, Donna Schiavone

Also present: David Franz, Director of the Library

Excused: Dr. Elliott Lichtstein, Paul Gross, Kim Kralik

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 7:34 PM. Mr. Borowski made a motion to approve the May minutes, Ms. Hanlon seconded. Unanimous vote of approval.

President's Report: Mr. Weir welcomed our two new Library Board trustees. Mr. Warren Harris and Ms. Marsha Demarest introduced themselves to the board members. Mr. Weir gave each of them a Library Board of Trustee's manual and they were also given other Library gifts. Mr. Weir spoke about the new Library Board Trustee training and he highly recommended it to all new Board members. There is an October weekend Library Trustee conference as well. He thanked Mr. Franz and Dr. Lichtstein for marching in the Memorial Day parade and thanked the board members who came to the Town Council meeting last week. He looks forward to everyone's support as we go forward. Mayor Deutsch suggested that the Library Board get a banner for future events. Mr. Franz asked if items could be handed out along the parade route and he agreed that promotional items could be given out. Ms. Hanlon said that this was the first Board that had marched in many years.

Treasurer's Report: Mr. Borowski: The CPA audit was distributed. Mr. Weir directed the new trustee's attention to p. 6 of the Director's report to review the monthly bill list. Mr. Franz provided an explanation of some of the line items.

Mayor Deutsch asked about the DPW cleaning of the Library and Mr. Franz elaborated. The extra lighting needs to be installed and Butch needs extra assistance to complete that.

Director's Report: Mr. Franz: We could circulate up to 200,000 items this year. The town is re-negotiating the contract with the Hillsdale Office Workers Association and has asked that we not give raises out yet, so the staff has not received their raises yet. Podcasting will be discussed going forward. He invited questions from the new trustees. Mayor Deutsch asked about computer de-fragmentation. The Library is using "Deep Freeze" software – it erases all users' web history each time the computer is turned on. It guarantees against any virus. Mr. Franz discussed the existing NJ Library statute "confidentiality of library users' records" (see attached). Any subpoena should go directly to Mr. Franz and then request Municipal attorney for legal advice as to how to proceed. Mr. Franz will write up some guidelines for staff as to how to proceed with regard to this issue. Mr. Franz discussed an occurrence that happened last weekend re: usage of the Internet on the 3rd floor. Mr. Weir reminded the staff to review the Library usage policy and we will revisit the "unattended child policy" which needs to be reviewed and passed. Mr. Franz said that certain software packages will be reviewed as a means to provide filtering in the children's room. Mr. Borowski asked if the policy is on our website. It is listed on the opening page. Mr. Weir said that a few copies should be available at the front desk as well and to periodically hand out this policy. A lot of new people are using

the Library and the director wants the Board to create a Library users behavior policy – food, cell phone usage and so forth. The lower lobby is the one designated cell phone usage area.

Mr. Borowski asked if Woodcliff Lake should be contacted again now that the construction is finished. Mr. Weir is willing to consider that. Mr. Franz gave a brief history about Woodcliff Lake's patron usage of our Library. Mr. Weir was in favor of bringing this up for discussion at a future meeting. Woodcliff Lake residents are welcome to join our library; Mayor Deutsch suggested that we do some PR to this effect.

Many residents have requested display space for exhibits. We need to have an exhibit policy and we should establish such a policy. Mr. Weir asked Mr. Franz to get some examples of this policy from other libraries.

Mr. Franz received one landscape proposal thus far. The night lights are on all night for security and safety. The Rainflow sprinkler system that is hooked up is working.

Construction bills: A few change orders are still in process. Check # 125 and # 126 for 8 emergency lights: Ms. Hanlon made a motion to pay these bills, Mr. Borowski seconded. Unanimous vote of approval. Checks # 6 and 7 for Stonecraft and the sprinkler system: Ms. Hanlon made a motion to pay these bills, seconded by Mr. Borowski. Unanimous vote of approval.

Ballot for Corresponding Secretary: Mr. Weir asked for a volunteer. Ms. Demarest graciously volunteered. The Board thanked her.

Karyl Lynn: Mr. Weir spoke about a memorial to him, a lasting tribute in his memory. Mr. Franz said there are memorial donations, amounting to \$2,000 thus far. Perhaps we could dedicate the media alcove to him. Mr. Weir suggested naming the children's summer reading program in his honor. Ms. Hanlon liked the idea of the media room. She asked what would be the financial goal of a room. The 3rd floor study rooms were valued at \$5,000 during the capital campaign. It would include a named plaque. Any memorials would include a discussion with Karyl's wife.

Mr. Weir said that hopefully there will be a meeting of *The Friends* the end of June. He would also like to ask all members to contribute their suggestions, ideas and so forth at each meeting. Ms. Hanlon spoke about the Senior Cinema, 12:00 noon with brown bag lunch, and hopes for a growing number of attendees each month. She asked if it could be advertised in the weekly newspaper. Ms. Schiavone said she would announce it at the Council meeting.

On behalf of the Board, Mr. Weir thanked the American Legion for their help with a community book sale and to Nancy McKerahan for her many years of dedicated and caring service to our Library. We remember Karyl and his family for his wonderful years of service to the Library and to *The Friends*.

Our next meeting is July 17th. Ms. Hanlon moved to adjourn the meeting, Mr. Borowski seconded. The meeting officially adjourned at 8:35PM.

Respectfully submitted by:
Deirdre M. Danaher
Recording Secretary