

Hillsdale Free Public Library

Board of Trustees Meeting

September 10, 2007

In attendance were: James Borowski, Paul Gross, Warren Harris, Kim Kralik, Gary Weir

Also present: David Franz, Director of the Library

Excused: Marsha Demarest, Marie Hanlon, Dr. Elliott Lichtstein, John Sapanara, Allen Saslowsky

Mr. James Borowski, Vice-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 7:32 PM. A correction was made to the July minutes - Mr. Harris was present. Mr. Gross made a motion to approve the July minutes, Mr. Weir seconded. Unanimous vote of approval.

There were no public comments.

President's Report: Mr. Borowski deferred his comments to the general meeting.

Treasurer's Report: The borough administrator allocated additional money (\$6,500) toward maintenance and payroll administration. Mr. Franz has asked Mr. Karns to explain these mid-year increased charges for this year and going forward. The DPW does provide excellent service. Mr. Gross discussed the reserve fund which is approximately \$28,000 (the Capital account is to be renamed the Reserve Fund). He suggested setting aside a certain amount, i.e. \$2,500, every year for replacement of such items as computers, painting, AC, and so forth. This way the Library would not have to ask the town for the money when an emergency arises. This would come from the non-payroll portion of the budget. Of that reserve fund, a portion is already designated for landscaping and the fencing.

Director's Report: Mr. Franz:

- The Harry Potter book launch on Friday, July 13th, was a huge success. 30 teens slept over and there was front page coverage in our local newspapers. It was extremely well received.
- Mr. Franz wrote to all the Hillsdale businesses asking local businesses to give a discount if a person presents their Hillsdale Library card. A few businesses agreed and those flyers were distributed. He has been working with the Historic Preservation Committee as well. Many old photos of Hillsdale are on display at the train station.
- There will be new programming in October for toddlers, ages 1 – 2 ½.
- The Library will host a booth at Beechwood Park this Saturday, from 1 – 5 for 'Hillsdale Day'.
- Mr. Franz presented the book, "A Day in Hillsdale, Scenes and Situations April 15 – 21, 2007". There are 165 photographs in the book, 30 photographers contributed. Copies of the book will be available for circulation.
- Mr. Franz asked that the discussion regarding the Internet policy be postponed until the next meeting. He asked board members to review several articles and email him with any questions.
- Two landscaping proposals were presented and discussed. Mr. Gross suggested purchasing low maintenance shrubbery to keep weeding and pruning to a minimum. Pricing and mulch were discussed. Mr. Borowski asked about a replacement guarantee and Mr. Franz said he would ask for a one year guarantee as well as verifying the grade of mulch. Mr. Gross made a motion to accept the bid from K.J. Raschen Landscape Contractor for \$5,000 with a one year guarantee on shrubs and installation as soon as

possible. A \$500 allowance for contingency and necessary sprinkler relocation is also recommended. Seconded by Mr. Weir. Unanimous vote of approval. Mr. Franz will ask for references.

- At the last meeting, the Board authorized up to \$1,000 for purchase and installation of a white PVC fence set in concrete and a gate (for fire trucks) along the side and back of the property. Mr. Franz said he would ask Mr. Statile if there is a requirement for a particular height, 3' vs. 4'. Board members favored a 3' high fence and said there should be a small gap so that people could walk through the back of the property and not cross over private property. The price would be approximately \$5,000 and the Town will match half of that. Mr. Gross made a motion that the Board gives Mr. Franz the authorization to purchase said fence not to exceed \$2,500. Mr. Weir seconded. Unanimous vote of approval.

Hillsdale Free Public Library Meeting Room Policy: An estate planning organization had approval for a Wednesday and Friday event with 45-50 in attendance. The Mayor took umbrage with this group and felt that the board was misled by this organization for business reasons as opposed to an educational purpose. Mr. Harris asked if there is a clause on the application for 'solicitations'. Such clause is not explicit. Preference should be given to non-profit organizations. Mr. Weir suggested a tiered approach for these organizations as long as priority is given to non-profits first. A lengthy discussion ensued among the Board members. Mr. Harris suggested putting in a clause on the application that states one cannot use the Library rooms for purposes of profit. Mr. Borowski asked what other libraries are doing. Policies vary. The conference room is used during the day, but mostly late afternoon (Scouting) and at night. Changes to the policy were discussed. Mr. Weir feels that the Board should amend the existing policy. Some Board members felt that there should be criteria established for for-profit businesses before even considering modifying the wording in the policy.

Mr. Weir made a counter recommendation: That non-profit making organizations be allowed use of the meeting room. Any application from a for-profit making organization will not be considered while the policy guidelines are further developed by all of the Board members. Mr. Harris suggested that there be guidelines if an organization is soliciting business for profit. Ms. Kralik asked if we had to have these policies decided upon tonight or could they evolve over time? Mr. Franz suggested that the for-profit businesses could write letters stating their case for use of the meeting room.

Mr. Gross made the following motion:

1. The meeting room will not be used for *for-profit* organizations. If a *for-profit* organization wishes to utilize the meeting room, it can make a special application to the Board of Trustees with a description of what they wish to do and present it to the Board at least 10 days prior to the next Board meeting. The Board will make a decision to approve or disapprove.
2. The Board, at a future meeting, will review the *for-profit* applications, if any, and make guidelines for the use of the meeting room for *for-profit* entities.

Mr. Borowski seconded this motion. Unanimous vote of approval.

The Friends: There is a meeting on Oct. 1st at 7:30 at the Library. Mr. Borowski suggested that *The Friends* be encouraged to fund the landscaping and fence installation.

The next Library Board meeting will be on October 15, 2007. Mr. Borowski moved to adjourn the meeting, Mr. Harris seconded. The meeting officially adjourned at 9:23PM.

Respectfully submitted by:
Deirdre M. Danaher

Recording Secretary