

Hillsdale Free Public Library

Board of Trustees Meeting

September 11, 2006

In attendance were: James Borowski, Marsha Demarest, Paul Gross, Marie Hanlon, Warren Harris, Kim Kralik, Dr. Elliott Lichtstein, Allen Saslowsky, Donna Schiavone, Council Liaison, Gary Weir

Also present: David Franz, Director of the Library

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 7:35 PM. Ms. Hanlon made a motion to approve the August minutes, Mr. Saslowsky seconded. Unanimous vote of approval.

President's Report: Mr. Weir: The five-year long range plan is attached for the Board's review and comments.

Treasurer's Report: Mr. Borowski: We still haven't been paid by the Borough, but we are expecting the check this week. Dr. Lichtstein asked about our reserve fund and if there are any guidelines for that; Mr. Franz said that it is usually 10% of our budget. A question was asked who actually owns the Library, who has the deed. Mr. Weir believes the town has the deed, but Mr. Franz will clarify this. Mr. Franz will look into what other libraries have for reserve funds.

Operating Bills: Checks #8 and 9 for the sprinkler systems: Dr. Lichtstein moved to approve payment of the bills, Ms. Hanlon seconded. Unanimous vote of approval.

Director's Report: Mr. Franz:

- The sprinklers are working, some heads were reset.
- Dr. Lichtstein asked about the litigation with one of the subs and Jeral. Mr. Franz will find out the status of this.
- The auditor is charging \$1,500. for the 2006 year audit. Mr. Gross and Dr. Lichtstein feel that we should stay with the present auditor, Garbarini, to close out this fiscal year and certify the whole construction budget from start to finish. Mr. Gross made a motion to stay with the present auditor, Ms. Hanlon seconded. Unanimous vote of approval. Mr. Borowski suggested that we choose a different auditor next year for a fresh approach.
- The final building inspection will take place this Friday, Sept. 15th, and we should have the final Certificate of Occupancy shortly after that. Some emergency lighting among the stacks had to be installed. Dr. Lichtstein asked for an accounting of the extra items that had to be added based on the town inspector's request.
- Our circulation numbers are still strong and the Summer Reading Program was excellent. There was a lot of publicity in the local newspapers. Some change of personnel occurred with students going back to college. Dr. Lichtstein asked if there is a way to project circulation numbers and Mr. Franz suggested that at some point the numbers will plateau. DVD's contribute to a large portion of the circulation (see the annual report for specific statistics). We do financially well on fines. There is a system-wide maximum of borrowing 50 items at any given time. Unlike some of the other BCCLS libraries, we don't charge for borrowing DVDs.
- Mr. Franz met with *The Friends of the Library* twice during the last two months. Mr. Franz presented the concept of the "Oops" card and tied it in with a donation to *The Friends* for a certain level of gift giving. Ms. Hanlon made a motion to approve the "Oops card", Mr.

Borowski seconded. Unanimous vote of approval. There are approximately 300 *Friends* and Mr. Franz and Mr. Weir will look to see if there are any life-time members.

- Mr. Franz met with Chief Stalter, Chief of Police, to look at the patron usage policy. Patron borrowing records are protected by NJ Statute. Board members discussed the Library records procedure for borrowed items and it extends to records of computer usage in any form. No parent has ever asked what their child is borrowing except when fines are due. A child at any age can get a Library card. The age of a child vis a vis this policy was discussed. Some items were struck from the draft of this policy. Mr. Franz will revise it and then show it to the borough attorney for review.
- There will be a presentation on the local history room on our local cable TV channel and we will scan local items of interest.
- Hillsdale Day is Sept. 30th and two trustees are welcome to assist at the Library table and distribute give-aways.
- We spent \$900 on computer paper and \$3,500 on toner for all of the computers. We charge \$.25 for color copies. Signage to limit printing would encourage patrons to print less.

Exhibit Guidelines & Agreement Policy: The Board discussed the attached policy at length. Dr. Lichtstein asked about indemnification insurance and the right to waive that if the person does not have insurance. Mr. Harris will revise/reword aspects of the draft of the policy based on the Board members' input.

Woodcliff Lake outreach: Mr. Franz discussed the \$36,000 that we were getting a year with W. Lake memberships in the past; we will take in approximately \$8,000 this year. Ms. Schiavone asked about summer reading and putting books aside for W. Lake students. A discussion ensued and some preliminary discussions will take place with the W. Lake Library committee. Dr. Lichtstein and Mr. Weir suggested that their committee members be invited to tour our library. This discussion was tabled until the future.

Committee Reports: No committee reports at this time.

Landscaping: Bedding was put down, new seeding will be done, but a design is still to be designed. Dr. Lichtstein asked if we could trade in trees for bushes and also that there should be all grass and no bushes in front of the children's room. A motion was made to request that Terry Beutel design a simple planting design for the fall within a price range of \$5,000 and other landscapers should be invited to submit competing designs. Mr. Weir made a motion to approve and Dr. Lichtstein seconded. Unanimous vote of approval.

New business: Ms. Hanlon asked about the dedication to Karyl Lynn. Mr. Franz will contact Lorraine, his wife, about dates in the fall. There will be a jazz concert, a living memorial, in his honor next summer at Beechwood Park. Dr. Lichtstein asked about the tent idea outside of the children's room and that should be explored. There is a meeting on Sept. 18th for *The Friends*, Michael Giancarlo is President.

Our next meeting is Oct. 16th. Ms. Hanlon moved to adjourn the meeting, Dr. Lichtstein seconded. The meeting officially adjourned at 9:10 PM.

Respectfully submitted by:

Deirdre M. Danaher

Recording Secretary