

# Hillsdale Free Public Library

## Board of Trustees Meeting

October 16,

2006

---

*In attendance were: James Borowski, 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*

*Excused: Marsha Demarest, Paul Gross*

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. Mr. Borowski made a motion to approve the September minutes, Ms. Hanlon seconded. Unanimous vote of approval.

President's Report: Mr. Weir: We had a very good month for the Library. Mr. Weir officially congratulated Mr. Franz on his very successful 50 mile marathon run on behalf of the Library. The Mayor and Town Council will award a citation to Mr. Franz in recognition of this success on Wed. Nov. 8<sup>th</sup> at 7:30 PM at the Council meeting. Yesterday, Oct. 15<sup>th</sup>, a wonderful memorial celebration took place at the Library in memory of Karyl Lynn. Many of the Board members attended; there is a plaque on display on the main floor in his memory.

Treasurer's Report: Mr. Borowski: Mr. Borowski also ran part of this marathon, 19 miles! We are awaiting one more check from the Borough which we will receive next month. All other checks have been received and we should be coming in close to budget at year's end. There is approximately \$59,000 in the checking account. Mr. Borowski asked about a couple of bills. Mr. Weir asked about the library coffee service. Mr. Franz stated he believed we are breaking even, but a thorough inventory would have to be made. It is a very popular service and the clean up has not been a problem. Mr. Borowski asked if it would be a good idea to keep the cups by the main desk and then pay before pouring but it is working well on the honor system.

Construction Bills: Checks # 130 Grainger and #131 Krell for lighting for a total of \$863.12. A motion was made to pay the two bills, Ms. Hanlon so moved, Mr. Borowski seconded. Unanimous vote of approval.

Director's Report: Mr. Franz: We received a grant for digitization of the newspapers in the amount of \$1,235. This is short of the requested \$2,000. The board must decide if they will accept the reduced grant contract.

A motion was made to accept this grant by Dr. Lichtstein, seconded by Alan Saslowsky. Unanimous vote of approval. Mr. Franz has been working with the Historic Preservation Committee to create an exhibit of old photographs. Ms. Hanlon also volunteered to help the Historic Preservation Committee.

On Nov. 4<sup>th</sup> from 10 AM – 5 PM, there will be a book sale in conjunction with *The Friends* and American Legion Post 162. Mr. Franz has been asked to speak at the NJ Library Buildings symposium concerning our construction on Thurs. Nov., 9<sup>th</sup> in Trenton. The Library's *Record Request Procedure* has been transmitted to the town attorney and is still under review. There was a letter of complaint about cars cutting through the back of the parking lot. Drivers are taking down the barriers (see Director's notes). There is money in our budget to cover a black coated chain link fence for approximately \$950. The Board discussed other alternatives such as chain gates, bushes,

rocks/boulders or posts. Ms. Hanlon made a motion to look at other options, Mr. Borowski seconded. The Board members made a unanimous vote of agreement to look at other less expensive barriers.

There is \$39,600 in the construction account.

Exhibit Guidelines & Agreement Policy: Mr. Harris took out the requirement for insurance and prepared a revision of said policy. The policy will be distributed for the Board's review this week as well as by the town attorney with a proviso that it be reviewed and returned prior to our next meeting. The Library building is owned by the Borough, not the Board of Trustees. Our insurance covers the building and its contents, including the new computers and furniture.

Long-range plan: Mr. Weir & Mr. Franz: This will be discussed at the next meeting after the Board has had time for further review and consideration.

Landscaping: The sprinklers will be turned off on Nov. 1<sup>st</sup>. Mr. Franz suggested asking the landscapers for a fall planting and a spring planting; we have \$5,000 earmarked for this landscaping.

New business: Ms. Hanlon asked about security for staff at the first floor children's room door in the evening. Dr. Lichtstein suggested some wireless webcams hooked into the Main Desk. Mr. Franz will discuss a panic button and a wireless webcam with the town Police Chief. Mr. Weir asked about a book security system and Mr. Franz said that there are ways to circumvent it. Mr. Borowski asked if we have a major theft issue. All Libraries have a theft problem, mostly with DVDs and CDs. We would probably pay much more for a security system rather than replacing stolen items. The very large libraries have a security system, but mid-sized libraries like ours generally don't have one. Our Library building does have a night-time alarm system. Mr. Weir asked about a mural for the children's room and that is still being explored. The idea of soft cushions or bean bags was discussed but there are issues of hygiene.

Our next meeting is Nov. 13<sup>th</sup>. Ms. Hanlon moved to adjourn the meeting, Dr. Lichtstein seconded. The meeting officially adjourned at 8:28 PM.

Respectfully submitted by:  
*Deirdre M. Danaher*  
Recording Secretary