

Hillsdale Free Public Library
Board of Trustees Meeting

November 13, 2006

In attendance were: James Borowski, Marsha Demarest, Marie Hanlon, Kim Kralik, Dr. Elliott Lichtstein, Donna Schiavone, Gary Weir

Also present: David Franz, Director of the Library

Excused: Paul Gross, Alan Saslowsky, Warren Harris

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 7:33 PM. Mr. Borowski made a motion to approve the October minutes, Ms. Hanlon seconded. Unanimous vote of approval.

President's Report: Mr. Weir: There was a \$733. profit from the book sale and Mr. Weir thanked the American Legion for their hard work organizing this event.

Treasurer's Report: Mr. Borowski: We are still owed the fourth quarter check. Dr. Lichtstein asked if the re-evaluation will affect us; it won't but the equalized value will. Our overall borough cash support has been boosted by that fact. Dr. Lichtstein said that we will need to ask for parking lot improvements and we also want to improve the Library collection over a period of time, targeting particular areas. Mr. Weir said that prior to Mr. Franz's tenure, we had many old, poorly circulated books, so with a steady weeding process, we weeded them and have steadily added new materials to all collections. Ms. Kralik asked if it is necessary to have a lot of new books given the breadth of the BCCLS circulation. Mr. Franz estimated that \$30,000 – \$40,000 was the typical amount spent on Library materials prior to 2001 but it has increased to \$60,000 – \$80,000. The mandatory minimum support has increased much from 2001 to 2006. Our DVD collection has increased greatly, spending \$3,000 – \$4,000 on DVDs and CDs. Mr. Weir said that there were two commitments from the town, one for the building and another for the collection. \$500,000 was to have been set aside for collection development. Most agreed that given the recent increases in taxes this money is not likely to be seen, but the commitment should not be forgotten.

Mr. Franz received a plaque from the Mayor and Council in recognition of his ultra-marathon.

Operating Bills: No questions here.

Construction Bills: Check #132 to Harwood Lloyd for \$523.53. Dr. Lichtstein moved to pay this bill, Mr. Weir seconded, unanimous vote of approval.

Director's Report: (see attached) Mr. Franz: There was some vandalism to the lighting by the sign. Police and DPW were notified. It is approximately \$50. worth of damage. We are still experiencing problems with skateboarders using our parking lot. A sign will need to be put up. The police are aware of this problem. Between the hours of 3 – 6 PM, the upper floor has been noisy with teenagers. Laura tries to control that but there is no one up there full time. There have also been some bicycle thefts around the patio due to unchained bikes. The Borough received the FEMA letter. Some of the parking lot will have to be torn up and gravel will be put down. A fence along Hazelwood was discussed. Ms. Schiavone spoke about a child who rode his bike right into the rope fence and he got injured under his eye. Ms. Schiavone suggested putting up hanging flags there. DPW had put up barriers, but sometimes the residents move the barriers, so the DPW put up a rope. Mr. Franz had spoken with Keith about using

boulders, but Keith wasn't keen on that idea. The board unanimously agrees that some type of fencing is needed along Hazelwood. During the heavy rains on Wednesday, the parking lot had a few inches of flooding, coming up from the drains.

Circulation is still strong and we are on track at years-end to have circulated approximately 200,000 items. *The Friends* have generously donated five MP3 players to borrow for a month at a time. Seventeen people came to the New Jersey Devil lecture. The computer classes in October were almost full. The data base class had a small attendance.

We did get our final Certificate of Occupancy.

2007 Budget Proposal (see attached): Mr. Franz: We will be receiving an increase of \$64,000 from the borough based upon equalized valuation. Mr. Franz based the 2007 budget keeping that in mind. Mr. Weir asked if there is an advantage to being a Library that people borrow more from. We received \$7,000 based on a dollar figure per item borrowed as our lending to others was greater than our borrowing from other libraries. This is an incentive to keep maintaining and upgrading our collections. Dr. Lichtstein asked if there is a greater need for staffing now that the third floor is open. This new budget includes an additional 300 part-time hours. There are at least 3 people on the main floor at all times. Ms. Kralik said that she was concerned about lack of full-time supervision on the 3rd floor. Dr. Lichtstein feels the person on the first floor who is alone is more vulnerable. Mr. Franz is still exploring the webcam suggestion. Dr. Lichtstein suggested putting on a page for additional part-time hours during peak hours. Most of the increases in the budget were earmarked for materials. Line 322 is new for a photocopier lease. Our present copier has poor copy quality. A new lease is the most feasible way to go for a new digital color/b/w copier. This new machine will also be linked to the Library computers so staff could print at a much lower cost per page. Mr. Franz reviewed line items that were increased, decreased or eliminated. Ms. Schiavone asked if he increased for the federal minimum wage. The state had passed a higher minimum wage, but Mr. Franz was told by the town that municipal entities were exempt from that. Mr. Weir asked that all Board members review the 2007 budget for a vote at the next meeting. Ms. Hanlon asked about security on the first floor and could monies be allocated for that. Mr. Franz said that NJ State aide covers items that come up during the year and this could be covered. Mr. Franz will speak to Chip about this; Ms. Hanlon expressed her concerns for safety on the first floor especially in the late afternoons/evenings. She said a panic button would be a very good idea. Mr. Borowski spoke about the contributions from Woodcliff Lake and the decreasing amount over the past several years. The Board had spoken about hosting an Open House and other kinds of outreach. Mr. Borowski asked if we dropped the fee, would that encourage more membership. Dr. Lichtstein suggested that we wait and see what Woodcliff Lake will allow.

The Board is encouraged to re-review the Exhibit Policy for a final discussion and vote at the next meeting.

Long Range Plan: Mr. Weir: Ms. Hanlon made a motion to approve the long range plan, Ms. Demarest seconded. Unanimous vote of approval.

Landscaping Sub-committee: Mr. Borowski has five proposals based on a \$5,000 budget. The Board members are most interested in shrubs and would like to see a landscaping plan. Mr. Franz had sent them a schematic drawing of the exterior property for their landscaping designs. Mr. Franz asked that Mr. Borowski and Dr. Lichtstein meet with the various landscapers to see their conceptual renderings.

Nominating Committee: A nominating committee is needed to decide who will be the slate of officers for the 2006-2007 Library Board. Mr. Weir will serve on the committee and he welcomes additional support. Dr. Lichtstein and Ms. Kralik graciously volunteered. The yearly review for the Director will be sent out to all Board members via email.

Mr. Franz said that Christine Mugno is preparing preliminary drawings to draw a mural in the Children's small meeting room. The Board discussed a proposed fee for the mural.

New Business: Mr. Borowski spoke about checking out books in Ridgewood where you get a receipt. Some libraries are going to receipt printers, but our staff does not want it. Ms. Demarest agreed that we should support our staff and what they feel works best for them.

Our next meeting is December 11th. Ms. Hanlon moved to adjourn the meeting, Ms. Demarest seconded. The meeting officially adjourned at 8:44 PM.

Respectfully submitted by:
Deirdre M. Danaher
Recording Secretary