

Hillsdale Free Public Library
Board of Trustees Meeting

November 14, 2005

In attendance were: James Borowski, Dr. Carolyn Konefal, Kim Kralik, Mayor's Alternate, Dr. Elliott Lichtstein, Nancy Mc Kerahan, Gary Weir

Also present: David Franz, Director of the Library, Marie Hanlon, Mayor's Liaison

Excused: Karyl Lynn, 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 7:33 PM. Dr. Lichtstein moved to approve the October minutes, Dr. Konefal seconded. Unanimous vote of approval.

President's Report: Mr. Weir: Mr. Weir and Mr. Franz went before the Town Council and discussed the general contractor's request in closed session. The Council wanted to hear the opinion of the Board's legal counsel prior to giving their consent. Jeral should be sending documentation shortly. The Library's attorney will review the proposal before further action is taken.

Dr. Konefal will be retiring in June and this evening will be her last as a member of the Board. As of December, Mr. Allen Saslowsky, the Child Study team Guidance Counselor, will be replacing her. Mr. Franz has offered to give him an overview of the Library and its operations. Mr. Weir thanked her on behalf of the Library Board and would like to honor her after the December meeting. Dr. Konefal said she was with the Board for many years and she said that the Library has flourished under Mr. Franz's direction with a very strong and supportive Board behind him.

Treasurer's Report: Mr. Borowski filling in for Mr. Gross: Mr. Borowski asked about controlling the outside lights and trying to bring that cost down. Mr. Franz said that Butch will work with a member from DPW to reconfigure most of the current inside lights onto a switch system. The parking lot lights would have to be connected to the meter inside the building and is more complicated to accomplish.

Open Public Session: Mr. Burt Ray Simpson asked to speak before the Board. He expressed his opinion that the Hillsdale Library with a Hillsdale Ave. address is no longer applicable, given the new entrance on Yessler Way. Mr. Borowski countered that most people know where Hillsdale Ave. is. Mr. Simpson said that the Library has not posted a numbered address. His concerns were elaborated in a letter addressed to the Board. The letter was distributed also to Mayor and Council. Ms. Hanlon said that we could post a sign "Hillsdale Library x ft. ahead" near Mrs. Hodgeman's house near the speed tables to indicate the entrance. Dr. Lichtstein said that if a person is coming from another Bergen Co. town, Hillsdale Ave. is a much more recognizable address. Mr. Weir suggested putting the # 509 on the building. The lot has the major frontage on Hillsdale Ave. Ms. McKerahan asked if anyone had any complaints and Mr. Franz said he has been the Director for 4 ½ years and no one had ever expressed any complaints about finding the Library. The Board did discuss that the side entrance be re-opened. Mr. Franz said that there is a financial cost if the town were to legally change the address. The Board agreed with Mr. Simpson's technical observation; however for practicality, the present address is much more recognizable, especially for out-of-towners. Mr. Weir thanked Mr. Simpson for his concern but it is not in the best public interest right now. Mr. Simpson also expressed concerns about the end of the parking lot and the difficulty of getting out during a crowded event. He thanked the Board for their time.

Mr. Franz received several requests from the public to open the side door on the main floor. Ms. Hanlon said that the crossing guard parks in the delivery van spot. Mr. Franz spoke with him and he is now parking fully in that space and not half on the road. Mr. Franz said that there has been theft of some DVD's of late.

Director's Report: (see attached) Mr. Franz: Gift cards were given to the staff from the Board, supplemented by *The Friends*, and were greatly appreciated. Anchor Fence Co. will donate some fencing around the patio wall and that will be installed shortly. *Hillsdale Helping Hillsdale*, an Eagle Scout has created a Giving Tree to be shared with Westwood. The tree would be displayed at the Library for 2 – 3 weeks in January and the Board approved its display. Mr. Franz is doing a comparison of elevator service contracts. Mr. Franz appointed Debbie Lease as the full-time Supervising Library Assistant. A brief policy statement on use of computers in the children's Library was discussed. Adults or tutors working with a child would be appropriate, but not for an adult alone. Mr. Weir asked about filters on the children's computers. Presently, they are not filtered. Ms. McKarahan moved to pass the computer policy as written, seconded Mr. Borowski. Unanimous vote of approval.

Mr. Franz has been encouraging the staff to increase the programming. Press releases in Community Life are good PR. Circulation for October was the highest ever. There was excellent feedback for the Agatha Christie program.

Construction bills: (see attached) The Board asked about the status on the folding door. It was advertised; 3 packets have been picked up and additional ones will be picked up on Wednesday's walk-through. Nov. 23rd is the opening of the bids; attorney review will take place and the awarding of the bid will be the following Wednesday. Dr. Lichtstein said to please remind bidders that they must come to the Library and not to Town Hall. Mr. Weir asked about installation dates and Mr. Franz anticipates the completion by the end of December.

Budget: (see attached) Mr. Franz spoke about the DPW line. Mr. Franz has requested a break-down of the DPW costs and Colleen will be costing it out by early December. He also addressed additional modifications from the October draft budget. Mr. Weir asked about building in a reserve fund for future building repairs. Ms. McKarahan suggested that we approach the Council at their budget meeting about this and ask for their recommendations. It would be prudent fiscal planning for the future. Mr. Franz said we could develop our budget with that in mind. The Board reviewed salaries and wages for the BCCLS systems libraries. Raises for personnel have been built into the new budget and the Board discussed raises for Hillsdale Library staff. Special consideration was given to Ms. Greenwald as she finishes her Masters program in December. Ms. McKarahan made a motion to the proposed increases, Mr. Weir seconded. The Board unanimously approved the raises. A motion was made to approve the preliminary budget was made by Ms. McKarahan, Dr. Konefal seconded. Unanimous vote of approval.

Grounds and Maintenance Sub-Committee: Dr. Lichtstein spoke about the bids on the landscaping and the committee rejected them all as being too expensive. He suggested eliminating sod and going with grass and just seed and fertilize it. He estimated cutting down the bill down to \$17,000. with grass/sprinklers. He would like to re-bid with a less elaborate design plan. The next time a budget will be established and contractors will be asked to submit proposals and plans based on the budget.

Rededication Planning: Aimed now for a weekend the end of January coinciding with the Library's anniversary. Mr. Weir said that we will need a planning meeting shortly. Ms. Hanlon offered extra coffee pots.

Mr. Weir will email everyone David's performance review and asked that it be returned to Mr. Weir prior to the December 12th meeting.

A motion to adjourn the meeting was made by Dr. Lichtstein, seconded by Ms. McKarahan. The meeting officially adjourned at 9:05 PM. The next Library meeting will be December 12th.

Respectfully submitted by:

Deirdre M. Danaher

Recording Secretary