

Hillsdale Free Public Library
Board of Trustees Meeting

December 11, 2006

In attendance were: James Borowski, Marie Hanlon, Warren Harris, Kim Kralik, Donna Schiavone, Gary Weir

Also present: David Franz, Director of the Library

Excused: Marsha Demarest, Paul Gross, Allen Saslowsky, Dr. Elliott Lichtstein

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 7:35PM. Mr. Borowski asked for a clarification about disposing of old books. "We *weeded* out the old books/materials and they are consistently replaced with new books and materials." The words "reserve fund" should be stricken from the minutes; there is no reserve fund. Ms. Hanlon made a motion to approve the November minutes, Mr. Borowski seconded. Unanimous vote of approval.

President's Report: Mr. Weir: The Board previously had approved a citation to Cindy and Laura for their wonderful service to the Library and he will send out a notice to Board members as to when these awards will be given out, sometime this month. Mr. Weir asked for Board approval to purchase gift cards for all of the staff. Ms. Hanlon offered to get the gift cards from Commerce Bank. Ms. Kralik asked how many staff there are for full-time staff and part-timers. Mr. Weir made a motion to allow Mr. Franz to authorize a check to purchase these gift cards, Ms. Kralik seconded. Unanimous vote of approval.

Treasurer's Report: Mr. Borowski: The Library is fiscally sound.

Operating Bills: Ms. Kralik asked if it were possible that a memo to the account could be added to some of the line items, especially for State Aid 2006/7. Some of the Board member asked for details on some of the companies named.

Construction Bills: Checks # 133, 134, & 135 - These are the final payments to our attorneys, Harwood Lloyd and to Beatty Harvey totaling \$19,852.57. This last payment to Beatty Harvey is for the folding fire doors. A motion to pay the bills was made by Mr. Weir, seconded by Ms. Hanlon. Unanimous vote of approval.

FEMA provided some insurance money to purchase the house near the Library. The paving area doesn't permit enough porous surface, so part of the parking lot will have to be stripped and gravel put down. Ms. Hanlon asked if the brook was de-snagged and Mr. Franz said that it was done at the "elbow". However, given the topography, there will always be some silt and debris there. Mr. Borowski asked if the town challenged FEMA and Mr. Franz said that those avenues had already been exhausted.

Director's Report: (see attached) Mr. Franz: Some dead trees were removed along the parking lot. The Borough's contracted tree service, Downes Tree Service from Park Ridge, charged \$1,100 for three trees to be removed. Some heating repairs have been done in the Children's room. The Children's room exterior door is going to be repaired. A permanently installed soap dispenser will be installed in one of the bathrooms. An emergency alarm will be installed in the Children's room that will connect with the main floor along with video monitoring. Circulation is excellent as is our overdue fine collection. Mr.

Franz met with *The Friends of the Library*. New memberships are coming in and “oops” cards will be issued. *The Friends* will meet the first Monday of every month through June. The Borough could request that we return anything above the 1/3 mil. support. We can carry it over into the next year as long as it doesn't go over the 1/3 mil. Some 2006 budgeted items still have to be paid. Mr. Franz expressed how pleased he has been with the new teen computer mentor program. It is designed to have teenagers teach adults computer skills. 10 teenager/adult pairs have signed up thus far.

Exhibits Policy and Guidelines: Mr. Harris said that the town attorney had reviewed the exhibits policy and guidelines. The sales paragraph needs a slight adjustment: “of the sale” and remove the word “agreement”. With these changes, Ms. Kralik made a motion to approve, Mr. Harris seconded. Unanimous vote of approval.

2007 Budget Proposal (see attached): Mr. Franz: Ms. Kralik asked if we are mandated to use certain services through the Borough. Mr. Franz said we could, but questioned if it would be advantageous to do so. We pay for our own electric and gas. Long distance telephone charges are still presently linked to the Borough. Ms. Hanlon asked about the borough building maintenance listed on page 6 and Mr. Franz has been very pleased with that service. Mr. Borowski asked about the \$1,000 payroll service fee; that has been a set fee that the Borough has charged since Mr. Franz took over the Library. Approximately three hours of annual training are now mandatory for development of library trustees. Mr. Weir asked about the Trustees Conference and if that that comes out of our budget. One member can attend for free and the Board can allocate funding for additional board members to attend. The Trustees conference is in Long Branch the end of September/early October and is always a very enjoyable conference to attend. Mr. Franz recommended that the Board could put money aside for future conference attendance. Line 360, raise the amount to \$2,000. Mr. Franz will attend the ALA conference in June in Washington, DC. The Board reviewed various line items. Next year we will consider another auditor. The Historical newspapers line is an annual fee to host actual digital images on-line and gives the ability to search all newspapers for digitized items. Mr. Weir said it would be wonderful going forward for the Hillsdale schools to search about historic Hillsdale. Mr. Harris asked about software that would monitor computer printing costs. Mr. Franz included a 5% increase for health benefits and that may need a last minute adjustment as final figures come from the Borough. In 2006 there is a new charge for flood insurance (page 7).

Mr. Weir made a motion to approve the 2007 Budget Proposal, seconded by Ms. Hanlon. Unanimous vote of approval.

New Business: Mr. Franz distributed proposals of artist Christine Mugno's work. Ms. Kralik asked if we could solicit samples from other artists as well. Cindy and Mr. Franz have looked at some other artists work. Mr. Franz feels that Cindy needs to be comfortable with the art chosen. Ms. Mugno's quote would be \$50. an hour for a total estimated cost of \$500. Board members felt that they would like to approve the proposed budget with design modifications of more current, recognizable book characters. A motion was made to expend \$500. for one mural for the Children's Room by Ms. Hanlon, seconded by Mr. Borowski. Unanimous vote of approval. Ms. Kralik will still pursue a couple of other artists for their ideas/budget.

Ms. Schiavone said that the Mayoral and Council re-organization meeting for the borough will be on January 7, 2007. She doesn't know who will be the new Council liaison to the Library for next year. She thanked the Board for their excellent service to the town and that it was her pleasure to serve on the Board.

Landscaping Sub-committee: Mr. Franz said that none of the landscapers were interested in submitting designs for exterior plantings. We do have a list of plants, the general areas where they would be planted and the costs, but no exact sketches.

Nominating Committee: Mr. Weir said that the committee met and the slate of officers proposed will be presented at the annual meeting in January as per the Trustees by-laws.

The next Library Board meeting will be on January 8, 2007. Mr. Weir moved to adjourn the meeting, Ms. Hanlon seconded. The meeting officially adjourned at 8:50 PM.

Respectfully submitted by:
Deirdre M. Danaher
Recording Secretary