

**Hillsdale Free Public Library**  
**Board of Trustees Meeting**

**December 12, 2005**

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*In attendance were: James Borowski, Dr. Carolyn Konefal, Kim Kralik, Mayor's Alternate, Mayor Dennis Deutsch, Karyl Lynn, Nancy Mc Kerahan, Allen Saslowsky, Gary Weir*

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

*Excused: Paul Gross, 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. Lynn moved to approve the November minutes, Ms. McKerahan seconded. Unanimous vote of approval.

Open Public Session: Norbert Klecanda expressed his delight that the construction has progressed and he would like to know how it will be paid. He also asked about the size of the door and who approves that size.

Mr. Rush said that the Girl Scouts were delighted to have Mr. Franz help them out at their recent gathering in the meeting room. Mr. Prospero is looking at the elevator contract and said that one of the vendors offered poor service. He suggested Dover and Otis elevator service; also consider Empire Elevator in Edison. He suggested that the annual service be included in the contract.

Mayor Deutsch: The State has implemented a pay-to-play law which affects contracts in excess of \$17,500 in value. Any vendors that fall into that category must file disclosures with Borough Hall. He suggested that Mr. Franz look at the list of vendors for this year and if there an expectation for that vendors will meet this threshold next year. Cover your attorneys under this as well and make sure the certifications are appropriately filed. The architect provides the building plans. The building dept. does take the plans, which are certified by the engineer and architect, and uses them during inspections. The building department does not certify that they are 100% meet code upon application. That is the architect's responsibility.

President's Report: Mr. Weir: He welcomed Mr. Saslowsky who will be the replacement for Dr. Carolyn Konefal. He is a Guidance Counselor at Smith School. There was a special meeting on Nov. 30<sup>th</sup> to vote on the appropriation for the fire doors. There was some concern about the doors on the first floor and it is hoped that a bigger door will be arriving this week. Mr. Franz asked the architects to look into a 4' w x 7' h door for the first floor and the contractor was in agreement with that. The issue is still not resolved based on the latest drawings. The architect did not note it on the shop drawings as requested. Ms. McKerahan asked if the door is within code and Mr. Franz said he will ask Michelle tomorrow. It must meet ADA requirements. There will be two openings on the Board at the end of this month. Mayor Deutsch asked if there was a desire for the Board to continue to have representation from Woodcliff Lake on the Board and he would act accordingly at the pleasure of the Board.

Treasurer's Report: Mr. Franz: The Library is fiscally sound. We are coming in on-budget for the year. Income from fines will offset any shortages from Woodcliff Lake. Shifts in personnel will also give us some credit.

Bill List: The Staples monthly statements show a balance carried forward. Mr. Franz will check on this. It is likely that checks are not clearing before the next statement is generated.

Director's Report: (see attached) Mr. Franz: Two contracts will be presented to the Board tonight. The elevator has to be inspected twice a year. Our initial contract with ThyssenKrupp has expired. A technician must perform the hydraulic test once a year for the State inspector. Mr. Franz discussed the elevator service contract comparisons. He recommends that we sign a 3 year Gold service contract with ThyssenKrup since they are the manufacturers of this elevator. The Gold contract includes the hydraulic test. The Board discussed the differences between the Gold and Bronze contracts. Mr. Weir made a motion to go with the Gold contract, Mr. Lynn seconded. Unanimous vote of approval for the Gold service contract.

Mr. Franz presented proposals from 4 sprinkler/irrigation systems. Mr. Franz recommended that the Board enter into a contract with Rainflow Sprinkler Systems. There is appx. \$8,000 in the Capital campaign fund that would cover this. There is an additional fee for the yearly opening/closing and Mayor Deutsch suggested that that be negotiated into the contract. The Board will delay accepting this contract until January pending further discussion. 15 bricks have been sold; 40 bricks remain to be sold. Ms. McKarahan asked if bricks had been offered for sale to Woodcliff Lake. Some members from Woodcliff Lake have bought bricks. She suggested that when the Grand Opening takes place, we can do another solicitation.

Construction Update: Mr. Franz: The Board awarded \$45,993. to DiCarolis Associates for the fire door and construction is on-going. The architect is paying for the accordion door, having already paid \$18,000 towards that. The Board agreed to pay a portion of Beatty Harvey's balance, but the door was not part of that. There may be a credit back to the Library from DiCarolis depending on the need for the structural steel included in their contract.

Mr. Borowski asked if the Library Board minutes could be posted on the Library website. The minutes would have to be approved prior to posting. Adobe Acrobat Reader would put it into a PDF file and then it could be read by anyone. Mr. Franz is responsible for the design and maintenance of the library website. Laura and other staff are responsible for portions of content. The Board recommended that Mr. Franz proceed with this. Mr. Borowski asked about the cost to the Library for the etching of the bricks. Because the work for the remaining 40 bricks is on-site, it is a little more costly than the original bricks which were engraved at the factory. That is all explained in the Library newsletter mailing.

Mr. Weir would like a sub-committee of 3 members to nominate Board officers for next year. Mr. Borowski, Ms. McKarahan and Mr. Lynn volunteered. Mr. Weir will send out the performance review for Mr. Franz within the week.

Mr. Franz and the Board asked about the board seat from Woodcliff Lake. We currently have a nine member board; we can have a seven member board. Only 2 members can be non-residents. A discussion among the board ensued. Mr. Weir is in favor of a full Library board. Woodcliff Lake has not made any overtures within the last six months. The Board suggested that we advise the Mayor that we want a full compliment of nine Hillsdale members and next year, pending an opening, a seat from Woodcliff Lake would be offered. Ms. McKarahan asked about a term limit for the Mayor, but his seat never expires. The same applies to the Superintendent of School's seat, which Dr. Konefal fills. Mr. Lynn made a motion that we recommend that we not have a representative from WL this year, but have two representatives from Hillsdale this year. Mr. Borowski seconded. Unanimous vote of approval.

Construction bills: (see attached) Invoice for our attorney, Harwood Lloyd for \$1,341.82. Ms. McKarahan made a motion to approve payment, Mr. Lynn seconded. Unanimous vote of approval.

Dates for 2006 Library meetings will be established at the next meeting. There will also be a special meeting set with the attorneys.

The Library will be closed early Friday December 30<sup>th</sup>. Michael Cardinale from the local Shell Gas station would like to donate a % of sales, following what Café Capri did. He is suggesting asking the local Chamber of Commerce to encourage other local businesses to encourage this. The Board agreed to have Mr. Franz follow up on this and other partnership opportunities.

A Rededication date still cannot be set until we have a CO. Invitation letters have to be sent out to donors once that is established.

A motion to adjourn the meeting was made by Mr. Lynn, seconded by Ms. McKarahan. The meeting officially adjourned at 8:40PM. The next Library meeting will be January 9, 2006.

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