

Hillsdale Free Public Library

Board of Trustees Meeting

October 15, 2007

In attendance were: James Borowski, Marsha Demarest, Marie Hanlon, Warren Harris, Kim Kralik, Dr. Elliott Lichtstein, John Sapanara, Gary Weir

Also present: David Franz, Director of the Library

Excused: Paul Gross, Alan Saslowsky

Ms. Marie Hanlon, 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 asked for a clarification on the Treasurer's report re: \$6,500 less cash support. The money was re-allocated, not additional. Dr. Lichtstein made a motion to approve the September minutes, Mr. Borowski seconded. Unanimous vote of approval.

There were no public comments.

President's Report: Ms. Hanlon attended the NJ Library Trustees Institute in Long Branch and said it was marvelous. She enjoyed the numerous workshops that she attended and encouraged other town librarians to visit us. Clark and Madison Libraries have some exemplary programs that we should consider, especially the mobile unit. The closing speaker was marvelous. She ordered the DVD of the whole conference and would like to share that with the Board. She would like to devote one of our future meetings to Library Law. She thanked the Board for the opportunity to attend. Ms. Hanlon said that our teen program is unparalleled and huge credit is due to Laura Leonard. Our *Oops* card was a hit!

Treasurer's Report: Dr. Lichtstein said we are still waiting for the 2006 funding of \$14,000. from the Borough and asked that the town council transfer this funding as soon as possible. Mr. Franz said there is one correction on p. 1 of the budget vs. actual monthly report, the "State Aid Brought Forward" was not included. Our former auditor was Mr. Garbarini. We have not selected an auditor for the close of 2007, but we are considering the borough's auditor. A request for proposal will be sent. We are awaiting the fourth quarter cash support check from the borough. The reimbursement to Mr. Franz is for 10 additional copies of "A Day in Hillsdale".

Landscaping: All Board members praised the newly planted landscaping which cost \$5,150. Ms. Hanlon suggested that it be photographed now and put on our Library website. None of the sprinklers have to be moved right now. Ms. Hanlon said that Hillsdale Garden Club enhanced our exterior courtyard with the flower plantings during the summer.

Director's Report: Mr. Franz (see attached): A police report was filed about the graffiti on the retaining wall and Mr. Franz painted over it. Ms. Hanlon asked about the skateboarding. That

has subsided. She also said that during the recent heavy rains, there is a lot of spill-over from mud coming down alongside the driveway/cement wall. Over the weekend, there was a heating coil leak in the attic unit. Only the compressor was warranted for more than 1 year. There was water damage to the staff room including ceiling tiles, insulation, and some reference books. Dr. Lichtstein asked about our insurance and would that cover reference book replacement. Mr. Franz will get an estimate for the clean up and repair. A hot circulator water pump in the basement needs to be replaced for approximately \$500. Changes were made in Library personnel. Chris Statile ordered the fence and is strongly recommending a 4' fence to discourage children from jumping over it.

Ms. Hanlon asked about delivery service to the homebound. Burton Insurance Agency is investigating the insurance; does it cover volunteers using their own vehicles for volunteer services? He discussed this with the Morris Co. Library and they said that they use the US Postal Service. Ms. Hanlon reiterated that Clark has a very good program for a mobile library.

BCCLS Bill and Operating Share Income (see attached): Mr. Franz explained the proposed rate card change and administrative log-ons. We expect an increase next year to \$750. We need 4 - 5 log-ons due to our multi-floor structure. Mr. Franz referred the Board members to a chart of all Libraries, the number of log-ons and costs. The bulk of the bill is the productivity share and we should not be penalized with an increased cost just because of the physical layout of our library.

Mr. Weir asked about the changes in children's circulation numbers from 2002 to now. Mr. Franz studied the usage of DVD vs. video borrowing. Few new parents own VHS players. The smaller DVD collection is outpacing the larger VHS collection. Dr. Lichtstein said that the schools are providing a demographic profile for the next 10 years. He suggested that Mr. Franz speak with School Superintendent DeNorchia. There seems to be a downward trend in the Pre-K - Grade 4 population. We are increasing our juvenile DVD collection and there has been a tremendous spike in that area over the last 2 months. Approximately 10% of overall borrowing is from Washington Township. Dr. Lichtstein asked if we do a people count; we don't but we could install an electronic eye. Ms. Hanlon asked what rooms are available for naming. The meeting room, Study Room # 2, and the porch reading room are all available. Ms. Hanlon asked if we could highlight these opportunities on the website.

2008 Budget proposal: Mr. Franz directed Board members to the last page, a memo to the Borough Administrator regarding recent CAP Levy legislation and library support. Mr. Sapanara explained that the borough can't go above a certain percentage from its previous year, CAP. Public Libraries have been previously exempt, now NJ State wants to include Libraries under the CAP and there are minimal exclusions. For 2008, municipal support of public libraries now falls within the 4% CAP law. Ms. Hanlon asked if the Mayor has applied for the waiver. Mr. Franz said that they apply for all the exceptions at one time. We are requesting to be part of the town's waiver/exclusion because the 1/3 mil support of the library is required by State law.

The Board examined the Budget Summary on p. 2. line by line. The Board will establish salaries and wages for 2008. New pages are subject to the new Federal minimum wage. A discussion ensued about various personnel salaries and raises. Dr. Lichtstein deferred that to

Mr. Franz and his professional judgment as well as staying comparable with similar libraries. The Board will vote on the budget at the next meeting. We will be transferring monies into a maintenance reserve fund.

The Friends: Mr. Weir said that at the last Board meeting it was discussed about *The Friends* financial assistance with the landscaping and/or fencing. Mr. Weir suggested that the Board formally ask, in writing, for a donation towards these items. Dr. Lichtstein moved that the Board ask *The Friends* for a donation towards the fencing and the landscaping. Ms. Demarest seconded. Unanimous vote of approval.

New Business: Ms. Hanlon distributed a memorandum to the Mayor and Town Council from herself regarding a correction to the library director's salary. For 2006, he had received a 3% increase. It should have been 3.75%, but the error was not caught. The Board approved a 3.75% salary increase for 2006, in-line with that of the other library employees. For 2007 it was also to be a 3.75% increase. The town paid the incorrect amount for both years. Dr. Lichtstein said to calculate what is still owed to Mr. Franz and have it reimbursed as an administrative calculation error with the Library Board President's signature and review by the Board Treasurer.

Mr. Borowski made a motion for the town to reimburse Mr. Franz for the negative difference of salary for 2006 and 2007, Mr. Weir seconded. Unanimous vote of approval.

Mr. Weir distributed some recommended text for the Hillsdale Free Public Library Meeting Room Policy. These are suggested guidelines for for-profit businesses. The Board deferred this to future discussion.

The Library is emailing users, if a person has registered his/her email address, that the person has books coming due or over due. Board members were impressed with this.

The next Library Board meeting will be on November 12, 2007. We are open on Veteran's Day. Ms. Demarest made a motion to adjourn the meeting, Mr. Borowski seconded. The meeting officially adjourned at 9:05 PM.

Respectfully submitted by:
Deirdre M. Danaher
Recording Secretary