

Hillsdale Free Public Library
Board of Trustees Meeting

November 12, 2007

In attendance were: James Borowski, Marie Hanlon, Kim Kralik, Dr. Elliott Lichtstein, Alan Saslowsky, Gary Weir

Also present: David Franz, Director of the Library, John Sapanara, Council Liaison

Excused: Marsha Demarest, Paul Gross, Warren Harris

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 7:34 PM. Mr. Borowski made a motion to approve the October minutes, Mr. Weir seconded. Unanimous vote of approval.

Public comments: Mr. Al Murphy Jr.: Mr. Murphy was interested to see the 2008 budget and wondered how much of an increase the Borough cash support will be to the Library. Mr. Franz responded that the Borough is providing 1/3 mil, the minimum as per NJ State law. For 2008, \$16,027 will be the increased amount. Mr. Sapanara made a motion to continue the meeting and then allow Mr. Murphy to speak later on. All Board members agreed. Later on during the meeting, Mr. Murphy suggested that there be a "No Trespassing" sign to discourage the skateboarders. Some board members suggested putting stones on top of the wall. Mr. Murphy asked about salary increases. He asked about scholarships; board members said that there are no scholarships, but partial tuition reimbursements are possible according to the personnel manual. The Borough has a similar reimbursement policy. The library is mindful of what other community libraries pay in wages and salary increases. We have very low turnover of staff. Mr. Murphy thanked everyone for giving him the opportunity to speak.

President's Report: Ms. Hanlon: She discussed the new fence and asked if there was adequate spacing for the fire truck to turn in. The gate poles are in the same location as before. Mr. Sapanara said that a truck could maneuver in even if there were parked cars. The Fire Dept. will be bringing a truck in shortly to do a trial run and measure maneuverability. Board members were pleased with the fence.

Ms. Hanlon said she observed several students skateboarding last week on the wall. The Bergen Record recently named Ridgewood as the top Library in the area. The Hillsdale Library got Honorable Mention. Mr. Sapanara will mention this at the next Council meeting. If one compares our budget and circulation with other libraries, we service our constituents very efficiently within our means. Our circulation is approximately 203,000 items, and we received over \$9,000 as a reimbursement for being a net lender. The nearest local contender is Rivervale with 138,000 circulated items.

Treasurer's Report: Dr. Lichtstein: We received the last support check for 2007. The final 2006 transfer was \$8,065.40.

The sign light and the light in the back are both out; Mr. Franz has notified DPW for replacements. Mr. Sapanara asked if the lights burn out quickly because of truck vibrations. Mr. Franz said that we get about six months usage. The sign is illuminated by small halogen lights.

A motion was made by Mr. Saslowsky to accept the Treasurer's report, seconded by Mr. Borowski. Unanimous vote of approval.

Director's Report: Mr. Franz (see attached): The Women's Club of Pascack Valley donated a lilac tree with a tree planting ceremony involving 40 children. They donate regularly to the Library.

The attic hot-water coil will cost \$3,000 and will be replaced shortly. Presently we are not getting heat on the porch.

Coffee cups are now available at the circulation desk and sales have noticeably increased.

Dr. Lichtstein suggested selling a card for a certain amount and punch it, which would give perhaps give two free cups of coffee. From 3:30 - 5:30 PM, the Library is very noisy with a lot of students. Dr. Lichtstein asked if we have any wait time for computers and Mr. Franz said only during this crunch time, but most do not have to wait long. The high school students have their own laptops and there don't seem to be connectivity issues. Last month Cindy and Mr. Franz met with the three town Principals and Superintendent DeNorchia. They discussed themes that the schools would be covering and the Library would pull those books and keep them for reference purposes only. There is increased usage of the photocopier as a result. Mr. Franz will continue to monitor this and keep Superintendent DeNorchia abreast of how it is working.

A resident requested that Asian character sets be installed on all of our computers. The Bergen Library system will be allowing users to search using their native language.

Homebound Delivery: Mr. Franz stated that as part of our long range plan, the Board was interested in a homebound delivery program. Mr. Franz, in his report, outlined certain considerations such as car insurance, liabilities, and waiving overdue fines. He spoke with the manager of Hillsdale House and estimates 3 -10 borrowers from there. There might also be a correlation with those who are serviced by Meals on Wheels. Ms. Hanlon said that the Seniors need large print. Mr. Sapanara said that he comes across a number of large print books that could be donated. Mr. Franz spoke about Ocean Co. Library and that they took out a supplemental insurance policy for auto insurance and accidents for volunteers. The Board members were unanimous in asking Mr. Franz to move forward with this program and exploring supplemental insurance.

Mr. Sapanara said that the Council was interested to know how many hours our volunteers provide; 82 hours were provided by 10 volunteers this past month, excluding the ESL program.

Mr. Franz has a proposal for the 2007 auditor. Dr. Lichtstein made a motion to accept the new auditors Ferraioli, Wielkocz, Cerullo & Cuva for our 2007 books at a cost of \$1,500. Mr. Weir seconded. Unanimous vote of approval.

Library Advisory Board: Several long time users of the Library have expressed interest in serving on this voluntary board. A draft of a request was passed around that would appear in the Hillsdale newsletter. Mr. Franz suggested inviting them to an upcoming Board meeting and opening up this discussion.

Dr. Lichtstein asked about the correction of Mr. Franz's salary. Mr. Sapanara said that he will speak with Harold Karns to rectify the error.

Mr. Weir asked about the Internet Use Policy and the Meeting Room policy. He asked that both items be put on December's agenda. Dr. Lichtstein spoke about an evaluation form of events that he has attended which states that the presentation was bias free. He will share that with Board members next month.

2008 Budget proposal: Ms. Kralik surveyed neighboring libraries to see what their salaries are. A comparison salary survey was distributed to Board members. Ms. Kralik spoke on behalf of Mayor Deutsch that the salaries may seem higher than Borough employees even though the Library is an autonomous entity; she gave suggested salaries. The job and educational requirements of a Library employee are very different than the job of a Borough employee and their salaries should not be compared. Ms. Kralik suggested doing a step raise. Ms. Hanlon asked once these raises are given, will we be commensurate with comparable libraries and Mr. Franz said yes. A motion to approve the budget was made by Dr. Lichtstein, seconded by Mr. Weir. Ms. Kralik was opposed on behalf of the Mayor. All other Board members approved the proposed 2008 budget.

The Friends: They donated money to purchase 20 "A Day in Hillsdale" books for 20 Hillsdale residents presently serving in the armed forces overseas. Ms. Hanlon said that *The Friends* are an integral part of the Library and Ms. Hanlon wants the group to be an active and visible entity of the Library. Their meetings are usually the first Monday of the month. *The Friends* assist with funding programming. There will be a joint book sale on Sat. Dec. 1st from 10 - 4 with volunteers from *The Friends* and the American Legion.

New Business: A Library Board social gathering will follow the December meeting.

The next Library Board meeting will be on December 10, 2007. Ms. Hanlon made a motion to adjourn the meeting, Ms. Kralik seconded. The meeting officially adjourned at 8:55 PM.

Respectfully submitted,
Deirdre M. Danaher
Recording Secretary