

## Hillsdale Free Public Library

### Board of Trustees Meeting

January 14, 2008

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*In attendance were: James Borowski, Rod Capawana, Marsha Demarest, Marie Hanlon, Warren Harris, Dr. Elliott Lichtstein, John Sapanara, Alan Saslowsky, Gary Weir*

*Also present: David Franz, Director of the Library, Andrew Weinstein, Council Liaison*

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 December minutes, Mr. Weir seconded. Unanimous vote of approval.

Public comments: There were no public comments.

President's Report: Ms. Hanlon: She cordially welcomed our new Mayor, John Sapanara, and the new Library trustee, Mr. Rod Capawana. Ms. Hanlon asked about a large # 509 outside of the Library and that will be in place shortly. The address number must be visible to the public.

Treasurer's Report: The Library is fiscally sound. Dr. Lichtstein asked if the auditor had come. Mr. Franz said he was contacted and the auditor will coordinate his visit at the same time as the borough's audit, probably by March.

Bill List: A motion to accept the December bill list was made by Dr. Lichtstein, Mr. Saslowsky seconded. Unanimous vote of approval.

Director's Report: Mr. Franz (see attached):

The Library will be receiving a net lender check for \$7,336. for the period June – December 2007. We are the fifth highest net lender among the 73 BCCLS Libraries, and compare well with the other top lenders which are much larger libraries.

Mr. Franz is making a recommendation to transfer \$5,000. from the operating account to the reserve account. Mr. Borowski made a motion to transfer the \$5,000 funds, Mr. Harris seconded. Unanimous vote of approval.

Dr. Lichtstein asked about updating the thermostats. Butch is working on them and the Library has to pay for any hardware that he purchases. He is also repairing some heating valves in the attic.

Mr. Franz was very pleased with the overall yearly circulation, December was especially good. Dr. Lichtstein asked what percentage of the overall circulation is audio-visual. Mr. Franz will have that available at the next meeting. Mr. Borowski wondered why we have such a high circulation. Mr. Franz responded that we have a very supportive Library Board which in turn sets a very positive tone for the staff, programming, and library acquisitions. We are very visible to town traffic.

Mr. Franz has put up a formal book plate donation form on the library website; there are rooms still available for naming.

This year is the 110<sup>th</sup> anniversary of Hillsdale and Mr. Franz distributed a brochure about a proposed "Hillsdale Storybook Project" which would preserve old photos, stories, and trivia about the history of Hillsdale. This will be in a similar format to the "Day in Hillsdale" book. Dr. Lichtstein suggested that that this book incorporate interviews with senior citizens and have some of the middle and high school

students do the recording. It would also make a great Eagle Scout project. The MP3 players could be utilized to do these oral interviews. Dr. Lichtstein also suggested guidelines for audio and video recording. The oldest Hillsdale resident is 100 and has lived here his whole life. Mr. Weir would like to have some type of program in September that would highlight this anniversary, perhaps with slides and videotape and additional opportunities for taping. Ms. Demarest concurred that this would be a very worthwhile project. Mr. Franz asked all Board members to contribute to this project with their own memories. Ms. Hanlon has some old photos of Pascack Pool and others. Pascack Press will run an exclusive image from this as well as doing a major article on it. Mr. Sapanara said that there are old items in the basement of Borough Hall. Perhaps some members of the historic preservation committee could browse through them and scan them for preservation. Dr. Lichtstein made a motion to approve the 'Hillsdale Storybook Project', Ms. Demarest seconded. Unanimous vote of approval.

Proposed Meeting Room Policy Amendment: (see attached) Mr. Weir said that an addendum to the policy would focus on the primary purpose of the use of the meeting room for educational or cultural purposes and no direct solicitation of business may be made by the presenters or any related staff. Background information was shared with the new trustee and Mayor and a discussion ensued. Mr. Franz said that presenters could have business cards available. Mr. Harris suggested that a disclaimer should be added "that the Library is not responsible for any information given out". Alcohol usage was briefly discussed and Mr. Franz will check with the borough for the borough's policy as well as a poll of other libraries. Mr. Weir will add additional wording regarding "mandatory attendance, books, and art sales" and the policy will be presented to the Board for a vote at the February meeting.

2008 Officers: Ms. Demarest and Mr. Harris presented the slate of officers for the 2008 Hillsdale Library Board. Ms. Hanlon was nominated for President, Mr. Borowski for Vice-President, Dr. Lichtstein for Treasurer and Mr. Harris was nominated by Ms. Demarest for Secretary. The Committee submitted it as a motion, seconded by Mr. Capawana. There were no nominations from the floor. *Unanimous approval.*

Surveillance cameras: There is a door chime system installed and there is a camera recording people walking in the door which records to a computer in Mr. Franz's office. Mr. Franz would like to add additional cameras. This is a wired camera, but others could be added with wireless with different access points. Dr. Lichtstein offered to help Mr. Franz with setting this up. Mr. Sapanara said that the Police Chief could also assist. Other Board members suggested capable installers; it would only take a day.

*The Friends:* Mr. Weir: There was no *Friends* meeting. He is always actively seeking new membership. Mr. Franz would like to encourage the new Library volunteers to become *Friends*.

New Business: Ms. Hanlon is encouraging all Board members to attend the Fall Library Trustees conference. She asked about the DVD of that conference and she would like a portion of that shown at the next Library meeting. Mr. Sapanara spoke about moving advertising, an electronic sign with graphics. The cost would involve the purchase of a plasma screen, and approximately \$700-800 yearly for maintenance. Business advertising would offset the costs. Mr. Franz was supportive of the concept but expressed concern about the yearly maintenance fee. Ms. Demarest asked about traffic patterns; the Library had 90 visitors within an hour this afternoon. There were 3,000 card users this year plus a large number of computer users. Dr. Lichtstein asked about the proposed town router among the schools, library and town, but that idea has not gone further. Mr. Franz asked about recording the borough meetings on DVD instead of analog and keeping them on file at the Library. Mr. Sapanara said that one of the greatest jazz pianists of the 20<sup>th</sup> cent., Teddy Wilson, lived here for 25 years. This would be a historic item to note in the Library and some of Karyl Lynn's memorial donation

funds would be appropriate to purchase some of Wilson's recordings. His wife still lives here. Famous people from Hillsdale would be another interesting exhibition and topic for the storybook project. Ms. Hanlon said that she had received numerous thank you notes from Library staff for their holiday gifts. The American Legion also noted, with grateful thanks, the books that were donated to our servicemen/women overseas.

The next Library Board meeting will be on February 11, 2008. Mr. Harris made a motion to adjourn the meeting, Ms. Demarest seconded. The meeting officially adjourned at 8:55 PM.

Respectfully submitted,  
*Deirdre M. Danaher*  
Recording Secretary