

Hillsdale Free Public Library

Board of Trustees Meeting

April 14, 2008

In attendance were: Rod Capawana, Marie Hanlon, Warren Harris, Dr. Elliott Lichtstein, Gary Weir

Also present: David Franz, Director of the Library

Excused: James Borowski, Marsha Demarest, John Sapanara, 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 7:45 PM. Mr. Harris made a motion to approve the March minutes, Mr. Weir seconded. Unanimous vote of approval.

Public comments: There were no public comments.

President's Report: Ms. Hanlon: Ms. Hanlon said that with last week's rain, the mudslide along the driveway was quite bad. Mr. Franz will examine repair options. Ms. Hanlon will be submitting a letter of resignation as Library Board President because she has assumed a Council position for the Borough of Hillsdale. Mr. Franz asked all of the Board members to review the Library by-laws; the position must be filled within 60 days after receipt of the formal letter. Ms. Hanlon will serve as the Council liaison. She thoroughly enjoyed her tenure as Library Board President and is most grateful for the support of the Board members.

Treasurer's Report: Dr. Lichtstein stated that the library is fiscally sound. Mr. Franz said that the utilities bill went up slightly last month.

Director's Report: Mr. Franz (see attached): He said that the Library received the NJ Library Association Public Relations Award for Best Program Announcement. Laura will accept on the Library's behalf on April 30th. There are 5 Library advertisements running on the local Channel 77. Mr. Franz had not received the April *Hillsdale Herald*. Ms. Hanlon said that she had made a motion with the Borough Council to go out to bid in June for other publishers; there will be no April *H. H.* issue. Bob Sandt is very good about placing Library publicity on the town announcement board. The Library is grateful to *The Friends* for their donation of approximately \$2,000 for a sizable foreign language DVD collection.

Five Year Long Range Plan: At the last meeting, Mr. Weir requested that this plan be reviewed, so members collectively went through all of the items in the plan. Mr. Franz highlighted areas that have already been completed. Mr. Franz would like to increase new non-fiction DVD releases. Dr. Lichtstein asked that of the capital campaign donors, how many actually joined as *Friends*. Not a lot of donors crossed over. On the Library website, there is a direct link for people to donate or memorialize a book. Mr. Weir suggested putting up a flyer in the library and Ms. Hanlon added that that information should be available at Hillsdale Day in Sept. There are 10 volunteer job opportunities here at the Library, besides the ESL program. Ms. Hanlon spoke about the recent Volunteer Day at Bergen Academies and two of the Hillsdale Library volunteers were acknowledged. There are numerous teen volunteers assisting Laura. Dr. Lichtstein asked if the students are acknowledged, and Mr. Franz said that they get community service letters and he will follow up with certificates of acknowledgement for their service. The homebound program has not drawn much interest. Mr. Franz looks to increase work with town

community organizations. All members were enthusiastic about hosting a Library Open House and Mr. Franz suggested running it in conjunction with Library card month in September. Laura stays very current with youth development. There are several Library Trustees meetings throughout that year and Mr. Franz has information available for them. Ms. Hanlon asked that the exterior benches in the back be brought forward nearer to the circular planter.

Internet Filtering: Mr. Franz said that currently there are no filters on any of the public computers. Staff closely monitor the Children's Room. About 50% of BCCLS libraries returning surveys filter in children's rooms. A discussion ensued. Mr. Weir made a motion to explore options for putting filters on the computers in the Children's Room, seconded by Mr. Capawana. Unanimous vote of approval. Mr. Franz asked for a sub-committee to look at software options. Mr. Weir and Mr. Harris will review and make recommendations at the May meeting.

Surveillance Cameras: Dr. Lichtstein and Mr. Franz looked at several companies/cameras. They are recommending a starter kit with a license for the software, a computer to store the video and four cameras (appx. \$3,500.). Mr. Franz indicated where he would like to place the cameras and Mr. Franz and Dr. Lichtstein will do the installations. They will make a decision as to wireless vs. wired. Dr. Lichtstein made a motion to approve up to \$4,000 to purchase the kit, Mr. Harris seconded. Unanimous vote of approval.

The Friends: Mr. Weir said that *The Friends* will be hosting the first Hillsdale Film Festival during the summer (5 films) moderated by a film professor from Ramapo College. It will be a mix of different genre. Ms. Hanlon recommended not conflicting with the Stoneybrook pool movie nights. Dr. Lichtstein suggested hosting a drive-in movie night in the parking lot.

New Business: Mr. Franz received a communiqué from Terry Beutel, the Hillsdale Fire Chief, asking if fire department volunteers could receive a Library courtesy card if they are not town residents. Employees of the town always receive a courtesy card as do St. John's students. Library Board members felt that courtesy cards should go to volunteer members of the fire and police departments and ambulance corp., but not other volunteers. Courtesy cards can be used in Hillsdale only but not for direct borrowing at other BCCLS libraries (ordering materials on-line is possible for courtesy cards). Board members would like to continue this discussion at the next meeting pending further information from Terry. The card would have a yearly renewal.

The next Library Board meeting will be on May 12, 2008. Mr. Harris made a motion to adjourn the meeting, Mr. Weir seconded. The meeting officially adjourned at 8:43 PM.

Respectfully submitted,
Deirdre M. Danaher
Recording Secretary