

## Hillsdale Free Public Library

Board of Trustees Meeting

December 8, 2008

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In attendance were: Mayor John Sapanara, Barbara Abolafia, James Borowski, Rod Capawana, Marie Hanlon, Warren Harris, Dr. Elliott Lichtstein, Allen Saslowsky, Gary Weir

Also present: David Franz, Director of the Library

Excused: Marsha Demarest

Mr. Borowski, 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 7:32 PM. Mr. Borowski noted two grammatical errors. With those corrections, Dr. Lichtstein made a motion to accept the November minutes, Mr. Weir seconded. Unanimous vote of approval.

President's Report: Mr. Borowski said that the nomination sub-committee will convene and discuss nominations for a slate of officers for the 2009 Board of Trustees. Sub-Committee members are Dr. Lichtstein, Mr. Weir and Mr. Borowski. They will present the list of nominees at the next Board meeting.

Treasurer's Report: Dr. Lichtstein: The Library has not received the fourth quarter check yet. Mr. Franz spoke with Harold regarding the auditor. Most local libraries are paying about \$2,000 for auditing services; we are seeking estimates from other municipal auditors. Dr. Lichtstein suggested speaking again with Harold before the end of the month.

Director's Report: (see attached)

- Mr. Franz said that he is very proud of how his staff handles the public. Our circulation rate of 205,000 as of December 1<sup>st</sup> already surpassed last year's record. Mayor Sapanara spoke very highly about the staff.
- Mr. Franz would like the Board's approval for an expenditure of \$600. to give holiday gift cards to the staff, per past tradition. Mr. Weir made a motion to approve, Ms. Abolafia seconded, unanimous vote of approval. Ms. Hanlon offered to get them at TD Bank.
- Mr. Franz provided meeting dates for the 2009 year. Mr. Borowski made a motion to adopt the dates for the 2009 year, Mr. Saslowsky seconded. Unanimous vote of approval.
- Butch Franklin is tracing all of the wires and controls for the HVAC equipment in the building.
- Software could be installed to monitor paper usage, but it would be more costly than relying on donations. Donations for paper have increased after signs were put up. Envisionware software may still be considered for scheduling on busy afternoons.
- With regard to the policy of newly requested items, Mr. Franz said that we would stay with our present policy of a Library patron receiving one copy of a book at a time based on a request. We don't have control over what other Libraries do.
- The League of Municipalities has passed a resolution supporting a change in mandatory funding for public libraries to 1/6 of a mill, down from 1/3 of a mill, basically cutting Library funding by half. Dr. Lichtstein said the mill rate would also be affected by the drop in real estate prices. Mr.

Franz has been asked to highlight what is most important to the Library, as the State Library was asked to plan for a 20% budget cut. Mr. Franz recommends keeping the delivery service. Our State aid could face cuts as that comes directly from the State Library fund.

- The borough is considering contracting with an outside cleaning service.
- Mayor Sapanara has tried to reconcile differences with Woodcliff Lake and library usage.
- The Hillsdale Library was founded in 1936 during the Great Depression.
- 'Safe Eyes' was installed on a trial basis on two computers in the Children's Room but it has some glitches. Some board members said that having computers in the open is the key to successful monitoring of usage. Our current policy states that parents take responsibility for their child's usage and staff will intervene when necessary. Mr. Saslowsky said that the schools have policies that parents sign at the beginning of the school year. Marie Hanlon said that this may be an issue that might be discussed at the upcoming NJ Library Trustee Conference in March. Mr. Harris would not be in favor of filtering given the difficulties they present. BCCLS recommends no filtering. Mr. Franz provided copies of a recent survey of BCCLS libraries. Dr. Lichtstein moved to table the filtering policy until next month, Mr. Weir seconded. All board members agreed.

*The Friends:* Mr. Weir: Additional donations have come in due to the recent mailing (to date, over \$3,000). Mr. Weir said that thank you notes are in order.

New business: Dr. Lichtstein suggested that for next year there should be some programming on resumes, job hunting, career planning and vocational planning. Mr. Franz has already increased the number of books on resumes and job hunting. Mayor Sapanara said there has been quite an increase in "green" agendas and clubs. Our "green" books are heavily circulated. Mayor Sapanara would like to see that promoted more. Ms. Abolafia asked about a coffee cart; presently we sell coffee and hot chocolate. A food or coffee cart in the summer on Saturdays might be feasible. Ms. Hanlon asked about planting butterfly bushes through the Sundial garden club at the front of the Library in the spring.

The next Library Board meeting will be on January 12, 2009. Mr. Capawana moved to adjourn the meeting, Ms. Abolafia seconded. The meeting officially adjourned at 8:34 PM.

Respectfully submitted,  
*Deirdre M. Danaher*  
Recording Secretary