

Hillsdale Free Public Library

Board of Trustees Meeting

November 10, 2008

In attendance were: Barbara Abolafia, James Borowski, Marsha Demarest, Warren Harris, Allen Saslowsky, Gary Weir

Also present: David Franz, Director of the Library

Excused: Rod Capawana, Marie Hanlon, Dr. Elliott Lichtstein, Mayor John Sapanara

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

President's Report: Mr. Borowski deferred his comments to the general meeting.

Treasurer's Report: Mr. Franz spoke about money that is credited to the Library from purchases made through websites such as Amazon.com. We are scheduled to receive our fourth quarter Borough support check shortly. Book sales, donations, Woodcliff Lake memberships and the photocopier more than adequately offset the overages in collection development.

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

- There will be a Lego building contest this Friday from 5:30 – 7:00 PM with 75 registrants. Board members are encouraged to come and judge. Additional staffing will be there. Marsha Demarest is graciously donating refreshments as is Kings.
- Mr. Franz highlighted upcoming and varied adult programming. Laura will do some 'book talks' at Pascack Valley HS. There is also an ESL tutoring program at the Library for some elementary school students through Immaculate Heart Academy HS.
- Mr. Franz discussed with Board members the issue of patrons reserving materials that are newly released or waiting to be released. Board members also reviewed the existing Library policy for requests for new items. Patrons reserving an item receive two notifications, via email and/or phone calls. Mr. Borowski suggested adding "*one copy of one title per patron*"; Mr. Weir suggested that we stay with the existing policy.
- The 2009 Library budget was presented and discussed (it did not change from last month's draft). The auditor's suggested fee is under negotiation. 67.1% of Hillsdale residents are registered Library users. Mr. Franz would like to increase that amount. Marsha praised Laura's rapport with the teens and next year Laura will be President of NJLA's Young Adult Services Section. There is a software package "Envisionware" that would enable us to charge customers for printing. It can also be used to schedule computer time, especially during after-school peak periods. It's approximately \$1,000 to run the software yearly and requires some staff for troubleshooting. Monetary donations and paper donations are always welcome. Mr. Weir said that we discussed charging for printing in the past and the Board at that time wished to provide printing as a free service within reason. Mr. Franz said he would poll other local libraries; most charge a minimal amount for printing. Mr. Franz reviewed the long distance bills on the fax machine. It's been a policy since 2001 that all faxes are free. There is very little long distance usage, it's mostly local. We use Cartridge World for the toner. Manually turning off the AC at night over

the summer will help cut down on costs. Board members suggested that Mr. Franz bring in proposals for a complete overhaul of HVAC controls. Ms. Demarest suggested that Mr. Franz discuss charging for printer usage with the staff. It is on the desktop on every computer that suggested printer usage be limited to 10 copies. Mr. Weir asked about donations, including what *The Friends* give. The only changes to the budget not presently reflected will come from an increase in the flood insurance and any further changes in the Borough services lines (i.e. maintenance). Ms. Demarest made a motion to approve the 2009 Library budget, seconded by Mr. Saslowsky. Unanimous vote of approval.

The Friends: Mr. Weir: A mailing went out and donations of \$2,500 have been received thus far. *Oops* cards are going out; thank you letters will be forthcoming.

New business: Mr. Borowski commended Mr. Franz's run in the recent NYC Marathon.

The next Library Board meeting will be on December 8, 2008. Mr. Weir moved to adjourn the meeting, Mr. Harris seconded. The meeting officially adjourned at 8:40 PM.

Respectfully submitted,
Deirdre M. Danaher
Recording Secretary