

Hillsdale Free Public Library

Board of Trustees Meeting

October 20, 2008

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

Also present: David Franz, Director of the Library

Excused: Marsha Demarest, Marie Hanlon, 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 7:36 PM. Mr. Harris made a motion to accept the September minutes, Mr. Capawana seconded. Unanimous vote of approval.

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

Treasurer's Report: Dr. Lichtstein: He met with Mr. Franz. There will be a \$23,000 increase in the 1/3 mill payment for the 2009 budget. The third quarter 2008 check is in; the fourth quarter check will come in mid November.

Director's Report: Mr. Franz (see attached): He has been asked to serve on the 2009 Literacy Board for the Pascack Literacy Program, 7 BCCLS Libraries are involved. The drain in the mechanical room was inspected by Tim Ennis, the town plumber. He added a much larger drain and it should be functioning properly now. Mr. Franz got an estimate for a full shed over that drain for \$6,300. An awning would work also, but may not be strong enough for a snow load. "My Hillsdale" newsletter insert has a high quality photo and write up on the Library. Sidney Rush has volunteered to do several story times and crafts. The Library has received donations in memory of Barbara Sotnick's father. She was President of *The Friends* some years ago. Circulation is very strong. The video cameras have been very effective. After-school students need supervision between the busy period of 3:00 PM – 5:30 PM. Dr. Lichtstein said he was here today during that time and found the library to be highly utilized and well run. Cindy is running a Toddler Time/Lap Sit program; half of those attending the last story time were non-residents. Next time, it will be for Hillsdale residents only. Mr. Franz expects our circulation to increase because of the poor economy. He has purchased a lot of new resume and job hunting books. The \$300,000 Bergen County grant provides funding from the 'net lender program' and we receive \$15,000 from that. This coming year, the appropriation has been cut back to \$270,000 from the County to BCCLS. Several outside groups use our large meeting room. A quilting group inquired about an outside certificate of insurance. Mr. Harris said we had discussed this before. We cannot provide them with a letter stating that the Library would cover them. Mr. Franz will contact our Library insurance company for clarification. Mr. Weir asked about a 'hold harmless' agreement. Mr. Franz said 'hold harmless' was in effect for art exhibits, but not for the meeting room usage. There was no heat today in the Library. The meeting room and Story Time room have their own heating systems, Butch will be in tomorrow to repair. Dr. Lichtstein asked Mr. Franz to have the freezing coil in the attic checked because there has been a problem with that every year. Butch can look at it also before the cold weather comes. State aid can be used. Mr. Harris asked about the Internet filter. Mr. Franz hasn't tried it yet.

Mr. Franz and the Board members reviewed and discussed the 2009 Library proposed budget. Mr. Weir asked about checks for *The Friends*. If they were not written by Mr. Franz, then they are not

reflected in the Library budget. The Library received the 1/3 appropriation level in October. We are to receive \$683,178, +3.5%, the required amount by law. Our operating budget is always above that. This number reflects a two year rolling average, and our numbers will drop because of the drop in real estate values. 8% increase for medical/dental. Utilities are about 14%. We prepaid \$18,000 BCCLS data base fee three years ago. It is now part of this new budget and charged against State Aid. Moving the Hillsdale Herald newspaper files to our own router will save us \$1,000 in hosting services. This budget is becoming more reliant on sales of used books, fines and the net lender program. Mr. Franz has tried to hold the collection line flat at \$86,000. Reference books are not being used the way they were in the past, so part of that budget will be spread to other categories. Mr. Borowski asked about the increased cost of the auditor. Dr. Lichtstein suggested that this be brought up at the next Town Council meeting and ask Harold about this. Mr. Franz will ask some of the other Libraries about this. We received a NJ State aid check for \$10,229. There is a 5% increase for building maintenance. 3-4 hours of DPW daily cleaning service, 20-40 hours of Butch's time and his time is built into the budget. Grass cutting, snow plowing, weeding and mulching are also included. Salaries 3.75% increase, pages will go to \$7.25 an hour for 2009. If Board members have any questions, please email Mr. Franz for clarifications. The vote on the budget will be at the November meeting. Mr. Harris asked about DVDs vs. reference books and usage thereof. The vast majority of reference is done on-line via the data base through BCCLS. The reference desk handles the harder reference questions. Income from used books is over \$2,000. Book fines are budgeted for \$21,200. Woodcliff Lake memberships should increase slightly. Dr. Lichtstein asked about any grants and Mr. Franz said that there are not many available.

The Friends: Mr. Weir: A mailing went out this weekend. The average donation is \$50. Ms. Abolafia asked about the exterior named bricks and that had been done through the capital campaign. She wondered if something similar could be done in the Spring. There are meeting rooms still available for naming. Memorial book plates are always available.

New business: None

The next Library Board meeting will be on November 10, 2008. Mr. Weir moved to adjourn the meeting, Mr. Harris seconded. The meeting officially adjourned at 8:29 PM.

Respectfully submitted,
Deirdre M. Danaher
Recording Secretary