

**Meeting of the Board of Trustees
Free Public Library of Hasbrouck Heights
Minutes
October 20, 2015**

Present:

Lisa Traina, President	Rose Ellen Lorber-Termaat
Pat Link, Secretary	Sonya Buckman, Council Liaison
Ron Ellis	Micky Maschio, Friends Rep.
Mayor Rose Heck	Mimi Hui, Director

The meeting having been advertised in compliance with the sunshine law was convened by President Lisa Traina at: 7:35pm

Public Portion: None

Minutes of the September 15, 2015 meeting were approved as distributed.

Motion: Ron Ellis & Seconded: Rose Ellen Lorber-Termaat

Director's Report:

Report submitted to the board is attached to the minutes.

Director Hui reported the following:

- Total circulation of materials to date show 6.46% increase.
- 6,796 people walked through the library doors
- 1,577 packages were handled.
- 34 new library cards were issued.

Library receiving a net plus check from BCCLS in the amount of \$6,467. Congrats to staff on a job well done! Hasbrouck Heights came in fourth out of a list of thirty libraries that lends out more than what is borrowed.

Special events were held throughout the month which included Star Wars Read Day, presentation from the South Jersey Ghost Research Group, and a teen take down decoration pizza party.

Update from Friends of the Library:

Micky Maschio reported the following—

- Junior Friends took part in the Chamber's Boulevard Stroll that was held recently and help set up the scavenger hunt. Two movies were shown in the Senior Center as part of the Friends involvement.
- Director Hui and Friends members attended the 15th Annual Friends Breakfast at Seasons in Washington Township.
- Next meeting of the Friends will take place during the day on Oct. 23rd at 1:30pm.
- Membership drive is going on and new members are needed.
- Friends Executive Board Members attended a reception given by Boiling Springs Bank in regard to their involvement with the Community Alliance Program.

Committee Reports:

Finance – Ron Ellis, Committee Chair

Committee recently met and had gone over the budget for the remainder of the year. A motion was made to go into closed session to discuss employee salaries. Motion: Ron Ellis / Seconded: Rose Ellen Lorber-Termaat. Approved

A motion was made to go back into open session by Ron Ellis / Seconded: Mayor Heck. Approved.

The Finance Committee recommends a one-time increase to the base pay of the director's salary effective January 1, 2015 in the amount of \$2,500. Motion made by Ron Ellis / Seconded by Rose Ellen Lorber-Termaat. Approved unanimously.

The Finance Committee recommends a 2% merit increase for those employees that have worked at least one year at the Library since 2014. See salary resolution for details. Motion made by Ron Ellis / Seconded: Pat Link. Approved unanimously.

Building – Pat Link, Committee Chair

Has been in contact with Jim Schneider at DPW on setting a schedule to spackle & paint upstairs hallway by the elevators.

Personnel – Rose Ellen Lorber-Termaat, Committee Chair

Library Assistant Maureen Hood plans on retiring by the end of the year. Her last day at the Library is December 4. Motion to accept her letter of resignation with deep regret was made by Ron Ellis / Seconded: Pat Link. Approved

Interviews for opened position continues. Director Hui has received over 40 applications and has gone through them. Director has asked permission to proceed ahead and hire viable candidate for the Children's Department after interviews before next month's board meeting. After some discussion it was decided unanimously by the board to allow Director to go ahead and pursue it.

Strategic Plan – Rose Ellen Lorber Termaat, Committee Chair

Reported working on final draft.

Fundraising – John Baratta, Committee Chair

Taste of Hasbrouck Heights. Event will take place at VFW on Monday, November 9th. Tickets are available at the front desk in the library - \$30 in advance and \$35 at the door.

Mayor Heck also spoke about working on a fundraising letter and will report back at the next meeting.

Old Business

Telephone System. Library Director has been in contact with the vendor's new representative and will report back at next meeting on the timeline of installation.

Chair Cushions for Trustee's Room. Color choice originally chosen no longer available. Samples of new colors were shown. Board agreed on a new pattern for purchase.

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New Business

None

No further business.

Motion to adjourn at 8:47 p.m. by Ron Ellis / Seconded Pat Link.

Next meeting is Tuesday, November 17, 2015 @ 7:30 pm.

Respectfully submitted,

Pat Link
Secretary