

**Meeting of the Board of Trustees  
Free Public Library of Hasbrouck Heights  
Minutes  
September 18, 2018**

**Present:** John Baratta  
Lori Cintron  
Rose Heck  
Pat Link, Secretary  
Linda Mansfield, Supt. Alternate  
Lizz Nuzzo

Michael Sickels, Mayor's Alternate  
Marlene Verrastro, President  
Josephine Ciocia, Council Liaison  
Mimi Hui, Director  
Micky Maschio, Friends Rep

The meeting having been advertised in compliance with the Sunshine Law was convened by President Marlene Verrastro at 7:36 pm.

**Public Portion:** None

Minutes of previous meeting was read & approved as distributed with two abstentions.  
Motion: Michael Sickels & Seconded: Marlene Verrastro

**Director's Report:** Report submitted to the board is attached to the minutes.

Highlights

- Reported the statistics for the past three month (June, July, August).
- Circulation is down. It was noted the enrollment number of students in public school has dropped significantly which may have impacted the summer reading program registration numbers.
- 12<sup>th</sup> Annual Summer Bash was a success. This event was subsidized by the Friends of the Library, HH Chamber of Commerce and Costa Memorial Home.
- September is National Library Card Sign-Up Month.
- Director Hui has been invited to serve as a representative of BCCLS on the LibraryLinkNJ Advocacy Task Force that handles statewide delivery.
- A list of all meetings and events attended over a three month period was provided.

**Update from Friends of the Library**

Micky Maschio reported the following:

- There are 110 members signed up and growing.
- Merchant Program is being updated. Several businesses will not be on the list for next year since they closed. A new list of merchants will be given out in January at the Annual Meeting.
- Upcoming fundraising event is the Book & Jewelry Sale that will take place on September 22 & 23. Volunteers are needed and members are being asked to donate a couple of hours of their time.
- The Friends Scholarship Committee awarded (3) \$500 scholarships to three high school seniors that best exemplify their volunteer work at the library in June
- Friends gave a \$100 gift card to John Joseph Capozzi in recognition of earning the Eagle

Scout award for the work he did in the community.

- Friends members volunteered at the Summer Bash which was hugely successful! Director Hui was grateful and thanked the Friends, Trustees, volunteers and staff for all the hard work as well as the Chamber of Commerce and Costa Memorial Home for their generous donations to help defray the event's cost.
- Reminder to all if you are planning a trip, remember to use Collette Travel Agency when you book it! The Friends can get money when you plan your trip with them.
- Boiling Springs Alliance Program is still giving us money as long as we keep 20 accounts in their bank. As of now we have 21 accounts. Just stop in and open an account or link a current account and the Friends will benefit.
- Murder Mystery in the Library is Sunday, October 21 from 2-4 pm. Light refreshments will be served. Friends members are being asked to purchase store bought baked items for this event. Tickets are \$35.00 and can be purchased at the circulation desk.

## **Committee Reports**

**Building** – Pat Link, Committee Chair. Will meet with Director Hui to review the repair list.

**Finance** – Joe Samperi, Committee Chair was absent. In his place, John Baratta reported the finances for the month and went over the statistical reports. The committee discussed ways to raise money.

**Personnel** – Lizz Nuzzo, Committee Chair.

A motion to accept with regret was made by Mike Sickels and seconded by Linda Mansfield the resignation letters of Library Pages Dechen Kalden & Madison Palladino. Voted on & approved.

A motion was made by Lizz Nuzzo and seconded by Pat Link to approve the hire of:

- Elaine Genzano, Library Intern, will work 25 hours per week – pay rate is \$11.00 hourly.
- Karen Abdelwahab, Library Page, will work 10 hours per week – pay rate is \$8.60 hourly.

Voted & approved unanimously.

A motion was made by Lizz Nuzzo to go into closed session and seconded by Lori Cintron at 8:04 pm. Voted & approved. Discussed was salary increases for two employees. Personnel Committee Chair had met with the Finance Committee and was in agreement. A motion was made to come out of closed session and go into open meeting was made by Lizz Nuzzo and seconded by Lori Cintron. Meeting opened at 8:12 pm. Lizz Nuzzo made a motion to approve the salary increases for Jeanine Dattolico and Maria Maloupis and it was seconded by Rose Heck. Voted on and approved unanimously.

Committee Chair Nuzzo reported the reduction of work hours for some of the library assistants due to their obligations related to their college course schedules. The Personnel Committee approved the posting of the Library Assistant job opening. To date, the library has not received many resumes. Main reason seems to be salary is too low compared to other libraries. Our current rate is \$11.00 an hour. It should be increased to \$12.00 to be competitive. The going rate in BCCLS ranges from \$14.00 to \$20.00 for the same positions. Recommendation by Director Hui to the Personnel Committee is to increase salary to \$12.00 hourly. Committee will meet to discuss this further.

Finger printing and background checks of employees was also discussed and more details will be forthcoming.

**Strategic Plan** – Lori Cintron, Committee Chair. Reported committee is working on updating and completing the plan and will have a committee meeting before the next trustee’s meeting.

**Fundraising** – Rose Heck, Committee Chair. The committee is working on having a plaque made to recognize all the Centennial Club members and a ceremony is being worked on to take place at the end of the year.

## **Old Business**

Summer Reading Programs – Reports from each department head was included in board packet.

- Robin Lasky, Head of Circulation, reported on the adult’s summer reading activities, “Book Bingo.” It was a success. She provided a breakdown of the winners in her report.
- Kate Senedzuk, Youth Services Librarian, reported on the Teen/Children’s summer reading programs. The total number of activities, attendees, and prizes distributed are broken down in her report. It was another successful summer.

Summer Bash Event – A smashing musical event which was enjoyed by all that came in August. It was the highest attended event ever before. Over 350 people were in attendance. Deep thanks goes to the Library Staff, the Friends, Trustees, volunteers and the residents. Special recognition to Friends of the Library, Chamber of Commerce, Costa Memorial Home and Fisher’s Cafe for their generous donations in helping to make this event a success! Board members are looking forward to seeing what next year will bring.

Kanopy/Hoopla Streaming Service – Both subscription services have been implemented at the start of summer and are running smoothly. Residents may access these services through the library’s website. The library has received a lot of positive feedback from the public.

## **New Business**

American Legion Centennial – Their letter was enclosed in board packet. Patrick McCarthy from the American Legion Post 106 came and spoke to the trustees regarding the Legion’s plan to celebrate their 100th anniversary. Asked permission for the following:

- (a) The use of wall hanging system to display the American Legion timeline in the library starting January 1 to June 30, 2019.
- (b) The use of the Library Conference Room to celebrate this event with light refreshments. Date to be determined and will work with Director Hui on the details.
- (c) Display in the library’s exhibit cases a special minted county coin that marks this special occasion. They would like to know if library can take orders and sell them?

After much discussion, the trustees granted permission for (a) and (b) but not (c). A suggestion was made for members from the American Legion to be at the library to sell coins. Forms could be made up and handed out with the information. Motion by Mike Sickels for the American Legion to display their timeline and hold their event at the library but the library would not be selling the coins. It would

be up to the American Legion members to promote the selling of the coins. Seconded by Lizz Nuzzo. It was voted on and approved unanimously.

BCCLS Delivery System - Information was provided in trustee packet. After some discussion a motion was made by Rose Heck and seconded by Lori Cintron instructing Library Director to vote "NO" for the upcoming proposed BCCLS in-house delivery system. Trustees felt cost was prohibitive and there was a lot of questionable details not provided by BCCLS in their proposal in order to clearly support their argument in establishing a separate system from the state funded one. Trustees felt quoted shared cost per library for delivery was not accurate at \$7,500. It will cost more than proposed. Board members felt this library is to stay with the current system even if there is a cost shared charge of \$500 for half a year with LibraryLinkNJ. If current system dissolves by June 30, 2019, this board will address matter when it happens. All voted on and unanimously approved.

Wi-fi Hotspot Policy – New policy (see copy in the packet) was introduced to trustees for approval. After some discussion, John Baratta made a motion to approve with one correction--delete the part that says up to a maximum fine of \$50.00. Seconded by Mike Sickels. Voted on & approved unanimously.

2018 NJ Library Trustee Institute – Will take place on Saturday, October 27 at the National Conference Center located in East Windsor, NJ. To date Pat Link and Marlene Verrastro along with Director will be going. Deadline to sign up is October 12.

Taste of Hasbrouck Heights & Friends – Save the date—Wednesday, November 14 from 6-9 pm at Fiesta in Wood-Ridge. Trustees were asked to contribute items towards Trick Tray baskets. Tickets are \$40.00 in advance and \$45 at the door. Volunteers are needed.

Board President Verrastro announced she had spoken with the Mayor and that Trustee Joe Samperi would be resignation. The Mayor has appointed Mike Sickels for a five year term. He steps up from being the mayor's alternate to full trustee.

No further business. Motion to adjourn by Rose Heck and seconded by John Baratta.  
Meeting adjourned: 9:16 pm.

Next Meeting: October 16, 2018 at 7:30 pm

Respectfully submitted,

Pat Link  
Secretary