

**Meeting of the Board of Trustees
Free Public Library of Hasbrouck Heights
Minutes
October 18, 2016**

Present:

Lori Cintron	Lisa Traina, President
Pat Link, Secretary	Marlene Verrastro
Rose Ellen Lorber-Termaat	Sonya Buckman, Council Liaison
Linda Mansfield, School Supt. Alternate	Mimi Hui, Director
Lizz Nuzzo	Micky Maschio, Friends Representative

The meeting having been advertised in compliance with the sunshine law was convened by President Lisa Traina at: 7:30pm

Public Portion: None

Minutes of September 20, 2016 was approved as distributed.

Motion: Linda Mansfield & Seconded: Rose Ellen Lorber-Termaat

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

Update from Friends of the Library

Micky Maschio reported the following:

- The membership of the Friends has been growing at a steady rate.
- The 2017 Merchant Program is ready to go and reminded members to take part in what is being offered from all the merchants.
- Books are being sorted in the basement. Volunteers are needed to help get ready for the Book Sale in the Spring.
- The next general membership meeting is November 30 at 1pm.
- The Annual Lego Night is November 4th and the Friends will be there to help out.
- Taste of Hasbrouck Heights is Nov. 14th at the HH VFW and there will be door prizes and 50/50 raffle. Volunteers are needed and anyone interested can see Ms. Hui after the meeting.
- There is still time to sign up for the Canyon Trip with Collette Travel being planned for next April 2017. Please ask for more details.
- The concert series for 2017 may be dedicated to a true friend of the library - Tony Gulino.

Committee Reports

Finance / Fundraising – Rose Heck, Committee Chair

A written report was submitted and read by Director Hui. Fundraising letters had gone out. The response has been slow. Visits will be made with individuals over the next few weeks and will report back at the next meeting.

Taste of Hasbrouck Heights & Friends - Director Hui reported we have six sponsors this year and volunteers are needed. The date is November 14th at the H.H. VFW off Oldfield Avenue. Tickets are available at Front Desk for purchase.

Building – Pat Link, Committee Chair

Spoke with Jim Schneider on obtaining a schedule of duties for the two custodians who are working in the building. The daytime custodian starts work at 7:30am and works till 9:30am opening the library. The current routine is to dust once a week and vacuum at least twice a week or more if needed.

The Trustees asked how many hours are the custodians assigned to the library. Pat Link will investigate and report back. A suggestion was made to start up a checklist of duties so there could be a record. Director Hui said she will try to set up a meeting of all parties to work out a solution.

Personnel –Rose Ellen Lorber-Termaat, Committee Chair

Lorber-Termaat made a motion and seconded by Lori Cintron to hire Stephanie Schwartz to fill the Public Relations/Marketing Library Assistant position. It is 23 hours a week part time and pay is \$11/hr. Training has begun. Board unanimously approved.

Strategic Plan – Rose Ellen Lorber-Termaat, Committee Chair

Report is in final stages and will be presented shortly to the board for approval.

Old Business

Paramus Library Staff has been a great help over the summer and they will soon be going back to their own library. Director Hui expressed her heartfelt thanks saying it would have been a lot tougher without their assistance.

Library Evacuation Plan has been postponed approval until a meeting with the Fire Inspector takes place.

Anniversary Plans for Library is underway. President Traina will set up a subcommittee to earmark this special occasion.

New Business

2017 Library Holiday Calendar – In board packets, trustees were provided with a list of dates as to when Borough Hall will be closed and suggested dates for the Library to close. After some discussion, the Trustees decided upon the following:
Library remains open on Veteran's Day in lieu of closing on Monday, July 3.
In lieu of Christmas Eve and New Year's Eve (which falls on a Sunday), staff would receive two floating days to be used during the year pending upon the approval of the Director. A motion was made by Pat Link and seconded: Marlene Verrastro

Approved unanimously. Holiday closing dates will be forward to BCCLS to set up their computer calendar for the coming year.

BCCLS Trustee Education Program @ Tenafly Library - Any trustees interested in attended can speak with Director Hui.

No further business.

Motion to adjourn at 9:10 pm by Linda Mansfield / Seconded by Lizz Nuzzo

Next meeting date is November 15, 2016 – 7:30pm

Respectfully Submitted,

Pat Link
Secretary