

**Meeting of the Board of Trustees
Free Public Library of Hasbrouck Heights
Minutes
November 17, 2015**

Present:

Lisa Traina, President	Sonya Buckman, Council Liaison
John Baratta	Micky Maschio, Friends Rep.
Ron Ellis	Mimi Hui, Director
Mayor Rose Heck	Linda Mansfield, School Supt. Liaison
Rose Ellen Lorber-Termaat	

The meeting having been advertised in compliance with the sunshine law was convened by President Lisa Traina at: 7:40 pm.

Public Portion: None

Minutes of the October 20, 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 for October totaled 10,233 – 28% increase
- 35 new library cards issued
- 6,648 people walked through the doors of the library
- 1,393 packages forwarded to other libraries
- 468 reference questions answered

26th Annual Lego Night held Friday, November 13, 2015:

- 87 children participated
- Magician Steve Woyce entertained
- Photo ops with “Lego People” on loan from Glen Ridge Library
- Special thanks to the Friends of the Library for their support and funding

Future Events:

- Story Time with Santa, Monday December 7, 7-8 p.m.
- Christmas Carole performed by Chanteurs of the NJ Choral Society – Sunday, December 13, 1-2 p.m.
- Friends of the Library Reorg Meeting Saturday, January 9, 10:30 a.m.-12 noon

Update from Friends of the Library:

Micky Maschio reported the following:

- General Friends Meeting held October 23.
- Next meeting scheduled for January 9, 2016
- Scheduled meetings for 2016: Wednesday, January 27th, Wednesday March 23, Wednesday May 25
- Friends are interested in sponsoring scholarship of \$500 to Junior Friends members who apply in their junior year of high school
- Lego Night was a great success
- Storytime with Santa scheduled for Monday, December 7
- Books in basement storage have been picked up by Better World Books

Committee Reports:

Finance – Ron Ellis, Committee Chair:

- No further meeting since last meeting.
- Working on budget for 2016; will be ready for approval and submission Dec.15.
- Motion to go into closed session to discuss personnel issues by Ron Ellis / seconded John Baratta
- Motion to go into open session: Ron Ellis, second Rose Ellen Lorber-Termaat
- Approved for hire and adjustment to title/salary.

Motion made by Ron Ellis / seconded by John Baratta

- ❖ Hire Maureen Herman as PT Library Assistant for Children's Dept – \$11/hr
- ❖ PT Per Diem Katharine Kelly – \$11/hr
- ❖ Promote Library Intern Laura Rios to title of Reference Librarian-in-Training. Salary increase effective immediately - \$14/hr.
- ❖ One-time salary adjustment of \$2,500 to Administrative Assistant Jeanine Dattolico

Building – Pat Link, Committee Chair (Was absent)

Leak in the office of the Children's Room will be addressed.

Personnel – Rose Ellen Lorber-Termaat, Committee Chair

Staff self-evaluations will be distributed in preparation for upcoming annual evaluation period and restructuring of all departments.

Strategic Plan – Rose Ellen Lorber -Termaat, Committee Chair

Still working on a final draft for Board review.

Fundraising – John Baratta, Committee Chair

A preliminary financial report of Taste of Hasbrouck Heights held Monday, November 9, 2015

- ❖ Total ticket sales: \$5,165
- ❖ Total income: \$6,025
- ❖ Total net income: \$5,529
- ❖ Divided: \$2,765 each for Chamber of Commerce and the library
- ❖ 25 teens volunteered
- ❖ 24 vendors

Old Business

- Library is on waiting list for new phone system
- Waiting for quotes on new chairs

New Business

- BCCLS Advocacy Committee: Essentials of Library Law; Thursday November 19, 2015
- Sunday, December 6 @ Holiday Inn: retirement dinner for Maureen Hood and Debbie Spencer

No further business.

Motion to adjourn at 8:50 p.m. by Linda Mansfield / Seconded: Ron Ellis

Next meeting is Tuesday, December 15, 2015 @ 7:30 pm.

Respectfully submitted,
Rose Ellen Lorber-Termaat
Acting Secretary