

**Meeting of the Board of Trustees  
Free Public Library of Hasbrouck Heights  
Minutes  
November 21, 2017**

**Present:**

Lisa Traina, President  
John Baratta  
Rose Heck  
Pat Link, Secretary  
Linda Mansfield, Supt. Alternate

Lizz Nuzzo  
Micky Maschio, Friends Rep  
Josephine Ciocia, Council Liaison  
Mimi Hui, Director

The meeting having been advertised in compliance with the sunshine law was convened by President Lisa Traina at 7:45 pm.

**Public Portion:** None

Minutes of previous meeting was read & approved

Motion: Lizz Nuzzo & Seconded: Rose Heck

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

Highlights

- Reported the statistics from the previous month.
- 28<sup>th</sup> Annual Lego Night was held on Friday, Nov. 3
- Successful library performance: From Baroque to Broadway held on Saturday, Nov. 4
- Attendance at Eagle Scout Court of Honor at VFW on Saturday, Nov. 18
- Library Construction Bond Act was approved.
- Hosting Dumont staff members temporarily due to roof replacement.
- A list of all meetings and events attended was provided for the past month.

**Update from Friends of the Library**

Micky Maschio reported the following:

- The last Friends general membership meeting for 2017 was held on Wednesday, Nov. 8. The Friends of the Cliffside Park Library was invited to come share their wreath making festival fundraising idea with our members. The 2 guest speakers spoke of how they started the program and how it has grown and became very profitable. The Heights Friends were thinking of possibly doing one in the future. 16 members were in attendance.
- For future consideration, the Friends might partner up with Ray from Heights Flower Shoppe do a demonstration on how to take one's autumn wreath and get it decorated for Christmas. Adult Services Librarian, Ali Cole, was the library staff member who organized this well attended event.
- The 2018 membership drive is underway. Please consider renewing early.
- Plans are in the works to hold a Tony Bennett musical night sometime in March in collaboration with the Garden Club.
- The Craft Beer Event was not well attended but the Friends would like to thank the Knights of Columbus for their support and assistance with this venture.
- With the holiday season almost upon us, please do not forget to support the Friends through AmazonSmile.
- Special thanks to Director Hui and to the HH Chamber for another successful Taste of Hasbrouck Heights.

- We now have 33 merchants in our discount program. Special thanks to Judy Mascis and Marie Morales for doing the legwork and speaking with the business owners.

## **Committee Reports:**

### **Finance –** Rose Heck, Committee Chair

Committee will be meeting in the near future to prepare for the 2018 budget.

### **Building –** Pat Link, Committee Chair

Work on the repair list is being completed. The new wall hanging system is up and painting of the walls has been completed. The rugs will be cleaned before the Dec. 1<sup>st</sup> Library Gala. President Traina asked the committee to review the list and discuss with the Director what still needs to be completed by year end.

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

The committee met and discussed the following personnel matters—

- There was one resignation letter from Alison Cole. Last day of work will be in February 2018. A motion was made by Lisa Traina with deep regrets and seconded by Pat Link. Approved unanimously.
- One termination from the Library as of October 28, 2017, Library Page Daniel Jimenz.
- A resolution was read to fix the salary and compensation of certain officers and employees of the Free Public Library of Hasbrouck Heights, NJ for the year 2017. The motion was made by Liz Nuzzo and seconded by Lisa Traina. The secretary polled the trustees for the vote – (5) Yes and (0) No. The resolution was approved unanimously.
- Director Hui was asked to advertise and hire (2) new library pages before the end of 2017. Lizz Nuzzo made a motion and it was seconded by Linda Mansfield. Voted on and unanimously approved.

### **Strategic Plan –** Lizz Nuzzo, Committee Chair

The committee will be setting up interviews with focus groups and organizations to complete the process of updating all information for the plan.

### **Fundraising –** Rose Heck, Committee Chair

Centennial Club letters were sent out and responses have been very generous. After contacting residents and businesses the response has been overwhelming. A total of \$22, 933.00 has been collected so far. Inserra Supermarkets has donated \$15,000 for 2017 and plans on giving an additional amount in 2018. Holiday Inn on Rt. 17 has made a very generous donation of \$2,500. See completed list of donations. Plans are underway for the Centennial Celebration that will take place on December 1, 2017 from 6-9 pm in the Library. Please contact the Circulation Desk to register for the event.

## **Old Business**

Taste of Hasbrouck Heights & Friends was a success. The total profit was split between the Friends and the Chamber of Commerce. Director Hui thanked everyone for their time, hard work and support. President Traina spoke of all the hard work it took. A suggestion was made that all parties involved in the event for next year should meet and have a written agreement as to the breakdown in duties and responsibilities. A preliminary report reflects that the Library and HH Chamber will each receive about \$4,541.

Update on Redesign of Library Website. Work is coming along. Staff is being shown how to use the new website.

BCCLS Advocacy Program for Trustees. Linda Mansfield and Lizz Nuzzo reported on the program hosted at HH Library entitled, "Unquiet Zone." Presenter shared various avenues to advocate for one's library as a board member and library staff. It was a very informative session and gave ideas as to how to make a good case of the value of the library.

**New Business**

Hasbrouck Heights Library will be hosting an advocacy program for Friends groups on Tuesday, December 5 at 10 am. If anyone is interested in attending, let Director Hui know.

No further business. Motion to adjourn was made by John Baratta and seconded by Pat Link. Approved.

Meeting adjourned at 9:28 pm

Next Meeting: December 19 at 7:30 pm

Respectfully submitted,

Pat Link, Secretary