

**Meeting of the Board of Trustees
Free Public Library of Hasbrouck Heights
Minutes
December 15, 2015**

Present:

Lisa Traina, President
John Baratta
Ron Ellis
Mayor Rose Heck
Pat Link, Secretary

Rose Ellen Lorber-Termaat
Linda Mansfield, School Supt. Alternate
Sonya Buckman, Council Liaison
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 November 17, 2015 meeting were read & approved.

Motion: John Baratta & Seconded: Linda Mansfield

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

Director Hui highlighted the following:

- Total circulation for month of November was 10,194. A 2.35% increase from last year.
- 38 new library cards were issued.
- 7,664 people walked through the library doors.
- 1,460 packages forwarded to other libraries.
- 477 reference questions were answered.

A retirement luncheon was held for Library Assistants Maureen Hood & Debbie Spencer on Sunday, December 6. Maureen worked in the library for 11 years and Debbie for 9 years. Both women were praised for their hard work and wished the very best in the future.

Two new library assistants have joined our library family: Maureen Herman & Kathy Kelly.

The following programs were held at the library:

- Story Time with Santa
- Friends Concert with the Chanteurs of New Jersey Choral Society

Update from Friends of the Library

Friends Liaison Micky Maschio reported:

- The Annual Friends Breakfast meeting will take place on January 9, 2016 at 10am. There will be a special guest speaker and all members are invited to this event.
- Membership drive is in full swing and forms can be picked up at the circulation desk.
- Next general meeting of the Friends will take place January 27, 2016 at 7pm.
- Sorting of books for the next Book & Bake Sale will start after the holidays.
- Save the date: Sunday, February 14 at 2 pm in the Senior Center – Next fundraiser for the Friends will be an Afternoon Tea and Harp Concert. More details to come.

Committee Reports

Finance – Ron Ellis, Committee Chair

A recent meeting was held with Borough Finance Officer Mike Kronyak to go over details of the 2016 budget. The brokerage funds for the Endowment account will be moved to Boiling Springs Bank before the end of the year in order to earn a better rate of interest. President Traina thanked Committee Chair Ellis for all his hard work during the past year.

Building – Pat Link, Committee Chair

Reported the ceiling tiles in the Children's Room Office will be replaced shortly and a contractor has been notified to take a look at the leaky window. Chairperson Link will stay in touch with Jimmy Schneider at the DPW to review the completion of the 2015 Repairs List. In early January, Committee Chair Link will do a walkthrough of the Library and prepare a 2016 To Be Repaired List. President Traina thanked Pat Link for her hard work during the year.

Personnel – Rose Ellen Lorber-Termaat, Committee Chair

Made a motion to hire full time Teen Librarian Elysse Fink to start on December 21st at a salary of \$38,000 and seconded by Ron Ellis. Voted on & approved unanimously. President Traina thanked Committee Chair Lorber-Termaat for all her endeavors on the committee this past year.

Strategic Plan – Rose Ellen Lorber-Termaat, Committee Chair

Final draft will be presented at the January meeting.

Fundraising – John Baratta, Committee Chair

Presented various ideas for consideration for the 2016 New Year.

Old Business

Telephone System – order has been placed for new system to be installed in January.
Chair Cushions for Trustees Room - Have been newly installed in the Board Room.

New Business

2016 Library Board Meeting Dates – Were present and reviewed. A motion was made by John Baratta & Seconded by Rose Ellen Lorber-Termaat for approval. Passed unanimously.

Evaluation of the Library Director – Personnel Committee Chair Lorber-Termaat went over the forms collected from the Trustees and read some of the comments on the Director's job performance in 2015. The Trustees all agreed she did a fantastic job once again.

Director Hui introduced the two newly hired library assistants at the end of the meeting-- Maureen Herman & Kathi Kelly. Both were warmly welcomed by the Trustees.

No further business. Motion to adjourn by Ron Ellis & Seconded: Linda Mansfield.

Meeting adjourned: 8:10 pm.

Next Meeting is January 19, 2016 at 7 pm for annual picture taking and meeting starts at 7:30 pm.

Respectfully submitted,
Pat Link, Secretary