

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

Present:	Joni Arabi, Mayor's Alternate	Mike Sickels
	John Baratta	Marlene Verrastro, President
	Rose Heck	Josephine Ciocia, Council Liaison
	Pat Link, Secretary	Mimi Hui, Director
	Lizz Nuzzo	Micky Maschio, Friends Rep

The meeting having been advertised in compliance with the Sunshine Law was convened by President Marlene Verrastro at 7:35 pm.

Public Portion: None

Minutes of previous meeting was read & approved as distributed with three abstentions.

Motion: Mike Sickels & Seconded: Joni Arabi

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

Highlights

- Reported the statistics for the past month.
- Attendance at NJLA Management Forum.
- Library programs/concerts recently presented.
- Trustees were asked to contact state legislators to support General Assembly bill A4815 to save LibraryLinkNJ by fully fund their services through the end of June.

Update from Friends of the Library

Micky Maschio reported the following:

- Renewal membership forms for 2019 have been sent out.
- Thanked Judy Mascis & Marie Morales for getting 32 merchants to renew their participation in the Merchant Program for 2019. Current Friends membership cards are good until December 31st.
- Several Friends members attended a wreath raffle drawing held Ridgefield Park Library. They came back with information on how we could hold a similar one in the future.
- The Friend's group is looking to fill the office of Vice-President. If you know of anyone, please let Micky know.
- Micky Maschio attended the Centennial Plaque ceremony recently and gave kudos to Rose Heck who spearheaded the event. Monies raised for endowment fund will help with the purchase of laptops.
- The Friends Reorganizational Meeting will take place Saturday, January 5 at 10 am in the Library's Large Meeting Room.

Committee Reports

Building – Pat Link, Committee Chair, reported ceiling by the entrance into the Library by the elevator still needs to be repaired along with a damaged wall in the Large Meeting Room. The committee will review the 2018 Repair List to see what needs attention.

Finance – John Baratta went over the statistical and finance reports for the month of November that were enclosed in the board packet.

Personnel – Marlene Verrastro read a letter of resignation from Library Page Brianna Turkowsky. A motion to accept it with deep regret was made by Lizz Nuzzo and seconded by John Baratta. Voted on and approved unanimously.

Committee Chair Lizz Nuzzo made the following recommendations:

- 1) Adopt Assembly Bill 1827 – NJ Paid Sick Time Law effective as of January 1, 2019.
- 2) Committee recommends going forward that the Director's Evaluation be compiled & read by the Personnel Committee rather than under general business.

The evaluation form for the Director is in each Trustee packet. Please fill out and return forms to Pat Link by January 7, 2019.

Motion to accept above recommendations was made by Michael Sickels and seconded by Joni Arabi. Voted on and approved unanimously.

Chair also brought up for discussion about establishing a protocol for new employees to be finger printed and to undergo background checks. During the discussion several questions were raised –
When to initiate this procedure?
Who is responsible for the cost? Employer or Employee.
What are other towns doing on this subject?

The committee & the Library Director will continue to investigate this topic and report back at a future meeting.

Strategic Plan – Lori Cintron, Committee Chair was absent. No report.

Fundraising – Rose Heck, Committee Chair, thanked board members for attending the Centennial Plaque ceremony. Letters will be going out looking for estate planning opportunities in the foreseeable future and will work on ideas to raise the needed funds.

Old Business

Taste of Hasbrouck Heights & Friends Finance Report – a copy of the report was enclosed in the packet comparing this year with last year's on how successful this event was and the money that was raised.

Dedication Centennial Plaque Ceremony – was held on December 15th in conjunction with a Holiday Choral Society Concert set up by the library. It was a successful and enjoyable event.

Library Hotspots – Ten new devices are now available to residents to borrow.

New Business

Proposed 2019 Library Board Mtg Dates – A list of dates was provided for board members to review and discuss. No changes were needed. It will be voted on at the January meeting.

Laptop Proposal – Director Hui is investigating replacing our fifteen laptops with new ones and also under consideration chromebooks, gaming laptops for future coding classes, and 2-in-1 laptops. More research is being done and the director will report back to the trustees at a future meeting.

No further business. Motion to adjourn by Joni Arabi and seconded by Lizz Nuzzo.
Meeting adjourned at 8:33 pm.

Next Meeting: January 15, 2019 at 7:30pm. President Verrastro reminded members to come 30 minutes early for the annual board picture and take the oath of office.

Respectfully submitted,

Pat Link
Secretary