

**Meeting of the Board of Trustees
Free Public Library of Hasbrouck Heights
Minutes
December 19, 2017**

Present:

John Baratta	Lisa Traina, President
Lori Cintron	Marlene Verrastro
Rose Heck	Josephine Ciocia, Council Liaison
Pat Link, Secretary	Mimi Hui, Director
Linda Mansfield, Supt. Alternate	Micky Maschio, Friends Rep

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: Pat Link & Seconded: John Baratta

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

Highlights

- Reported the statistics from the previous month. November's circulation total was the highest in the last 7 years.
- Library concluded its centennial celebration on December 1st with a gala.
- Summary of various programs in the past month was shared.
- 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:

- Membership renewals for 2018 are coming in. Current card is still good until Dec. 31st.
- The annual reorganization meeting of the Friends will take place on Saturday, January 6, 2018 at 10 am. All are welcome to attend.
- The Friends supported several library functions recently in the past few months—Taste of Hasbrouck Heights, BCCLS Friends Breakfast, the Centennial Gala, Eagle Scouts Awards, Story Time with Santa to name just a few.
- Donations have come in for the Friends Scholarship Fund.
- The Friends of the Library was pleased to have purchased for the Library as a centennial gift—a new DVD/Blu-Ray/ Gaming Video Disc Cleaner
- Upcoming fundraising events for the Friends include a Tony Bennett Night in collaboration with the Garden Club in March 2018 in the Senior Center. More details to come.

President Traina thanked Micky and the Friends for their hard work in 2017. The library board and staff truly appreciate the ongoing support of the Friends.

Committee Reports

Finance – Rose Heck, Committee Chair

Committee has met with Personnel and recommends the following action be taken starting January 2018:

1. Increase the hourly wage of Library Assistant Per Diem Kathi Kelly from \$11 to \$12/hr.
2. Increase the hourly wage of Library Assistant Nella Luque from \$10 to \$11/hr.
3. Raise the Library Page hourly rate in order to meet the state's minimum wage guidelines from \$8.45 to \$8.60.

Motion: Rose Heck & Seconded by Marlene Verrastro. Voted on & approved unanimously.

The total amount of the endowment fund is \$65,173. This fund has been designated to support technology and a portion of the funds has been earmarked for the purchase of new laptops in 2018.

Building – Pat Link, Committee Chair

Work on the repair list is being addressed. The cabinet door in the large meeting room has been repaired. Director Hui reported new parts were installed for the heating system to ensure it continues to be functional especially during the winter months. Special thanks to the Mayor & Council and Borough Administrator Mike Kronyak for agreeing to purchase extra parts to have on hand and ensuring the ongoing maintenance of the heating system. The repair list will be reviewed for 2018.

Personnel – Lizz Nuzzo, Committee Chair

Chair was absent. A report was forward and read by Linda Mansfield. President Traina read a letter of resignation from Stephanie Schwartz, Marketing/PR Library Assistant. Her last day is December 22, 2017. Motion to accept with regrets by Pat Link and seconded by Linda Mansfield. Voted on and approved unanimously.

Linda also announced that 2 new Library pages were hired - Brianna Turkowsky and Anne Hanna. Starting wage will be \$8.60/hr and will work up to 10 hrs a week. Motion: John Baratta and seconded by Linda Mansfield. Approved unanimously.

Strategic Plan – Lizz Nuzzo, Committee Chair

President Traina reported the committee has yet to setup interviews and more details to come next meeting.

Fundraising – Rose Heck, Committee Chair

Reported on the wrap up of the centennial gala and thanked board members for their support. It was an excellent evening. A good time was had by all. More donations will be forthcoming next month. It took a lot of hard work throughout the past year but it was well worth it. President Traina thanked Rose Heck and the committee for all their efforts.

Old Business

Update on Redesign of Library Website. Library has its own domain. Website is still being tweaked but the overall framework is completely. Please surf over to – ***hasbrouckheightslibrary.org*** and check it out.

New Business

Proposed Meeting Dates for 2018. A list of dates was enclosed in board packet. Trustees were asked to review dates. A vote will be taken at the next meeting in January to approve the meeting dates of the library board.

Evaluation of Director. Forms were included in board packet and they need to be filled out and returned to Secretary Pat Link before the next meeting in January.

No further business. Motion to adjourn was made by John Baratta and seconded by Lori Cintron. Approved.

Meeting adjourned at 8:48 pm

Next Meeting: Tuesday, January 16, 2018 at 7 pm for annual reorganizational picture and taking the oath of office. Meeting officially starts at 7:30 pm

Respectfully submitted,

Pat Link, Secretary