

**Meeting of the Board of Trustees
Free Public Library of Hasbrouck Heights
Minutes
April 19, 2016**

Present:

Lisa Traina, President	Rose Ellen Lorber-Termaat
Pat Link, Secretary	Linda Mansfield, Supt. Alternate
Rose Heck, Treasurer	Lizz Nuzzo
John Baratta	Sonya Buckman Council Liaison
Lori Cintron	Micky Maschio, Friends Liaison
Mayor Jack DeLorenzo	Mimi Hui, Director

The meeting having been advertised in compliance with the sunshine law was convened by President Lisa Traina at: 7:42 pm.

President Traina announced Marlene Verrastro will be absent because she had fallen and broke her wrist.

Public Portion: None

Correspondence:

Minutes of March 15, 2016 meeting was approved with corrections.

Motion: Rose Heck & Seconded: Rose Ellen Lorber-Termaat.

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

Update from Friends of the Library:

Micky Maschio reported the following:

- All Friends members received a copy of the current newsletter by e-mail.
- A special Friend's presentation will take place on Wed., April 27 at 7:30pm in the library program room for anyone interested in going to the Grand Canyon with Collette Travel. Plans will be discussed about a trip being planned for next Spring 2017.
- On Saturday, April 23, the library is hosting a book signing with Catherine Cassidy. Title of the book – "Images of Modern America-Hasbrouck Heights" at 1pm in the library. Cost of book is \$23.00 and the proceeds go to the endowment fund.
- Friends Annual Book, Bake & Other Items Sale is May 20-22 in the Senior Center. All donations of gently used books, costume jewelry & seasonal decorations will be accepted in the library. The deadline is May 15 for all items.
- Next meeting of the Friends is May 25 at 7:00pm.

Committee Reports

Finance – Rose Heck, Committee Chair

The committee met and went over the Director's Wish List, Dream List, and suggested items for capital expenditure purchases. The borough budget will be discussed at the next Council meeting on April 26th.

Building – Pat Link, Committee Chair

Reference Room emergency door alarm has been replaced and working properly. Jimmy Schneider is working with Director Hui to better communication and response to needs in the library on a regular basis.

Personnel –Rose Ellen Lorber-Termaat, Committee Chair

A letter of resignation was forward from Laura Rios as Reference Librarian-in-training. Ms. Rios will become a per diem employee when needed. Motion to accept with regret Rose Ellen Lorber-Termaat & Seconded: Pat Link. Approved.

Full time staff member Maria Maloupis asked permission in a letter to Director Hui for extra time off to attend two family weddings this summer in Greece. She will use all of her vacation time. Remaining days not covered will be will be time off without pay. Motion to approve: Lori Cintron & Seconded: Mayor DeLorenzo. Voted on & approved unanimously.

Library Positions – After reviewing and discussing proposed salary summary sheet, Library Board has instructed Director Hui to hire the following: (2) Summer Temps, (1) Intern and (1) a Part-Time Library Assistant and postpone the hiring of a Reference Librarian until the Fall. Motion to approve: Rose Ellen Lorber-Termaat & Seconded: Linda Mansfield. Voted on & approved unanimously.

Strategic Plan – Rose Ellen Lorber-Termaat, Committee Chair

Committee will meet to continue drafting a finalized proposal for the board to review.

Fundraising – Rose Heck, Committee Chair

A fundraising template letter has been designed and distributed to all board members to customize and use to seek out possible donors for the endowment fund. Copy of letter enclosed in board packet. If there are any corrections/suggestions, please forward them to Director Hui. The Library will keep on file a list of businesses that have been contacted so there will be no duplications of requests.

Old Business

Piano Use Policy – Copy is enclosed. Director Hui did meet with Borough Administrator Kronyak to go over the details. He suggested that that we proceed with the agreement that all three departments work together. If any situation arise, it will be addressed at that time.

Follow-up Trustee Orientation – Training was successful. Specials thanks to speakers BCCLS President Len LoPinto and Paramus Board President Betty Ralph.

NJLA Conference – Will take place on May 16 – 18 in Atlantic City. The following individuals plan on going: Director Hui-all three days. President Traina, Rose Ellen Lorber-Termaat, and Elysse Link will be going on Tuesday, May 17.

New Business

Financial Disclosure Statement – A gentle reminder to all board members that the deadline for filing is April 30.

Staff Development Day (June 17) – Director Hui asked for permission to close the library for a half day for staff training from 9 am to 1pm. The library will then be open to the public at 1pm. The Friends of the Library and Trustees will cover the cost of refreshments. Motion to approve: Pat Link & Seconded: John Baratta. Approved.

Library Policy: Staff Protection Policy- Abusive Patrons – Copy of the policy was enclosed in board packet. Motion to accept: Rose Ellen Lorber-Termaat & Seconded: John Baratta.

No further business motion to adjourn: John Baratta & Seconded: Mayor DeLorenzo
Meeting adjourned: 9:14 pm

Next meeting: May 19, 2016 at 7 pm

Respectfully submitted,

Pat Link, Secretary