

**Meeting of the Board of Trustees  
Free Public Library of Hasbrouck Heights  
Minutes  
May 20, 2014**

**Present:**

Lisa Traina, President	Mimi Hui, Director
John Baratta	Sonya Buckman Council Liaison
Ron Ellis	Micky Maschio, Friends Representative
Rose Ellen Lorber-Termaat	

The meeting having been advertised in compliance with the sunshine law was convened by President Lisa Traina at 7:32 pm.

**Public Portion:** None

Minutes of April 15, 2014 meeting was approved.

Motion: John Baratta & Seconded: Rose Ellen Lorber-Termaat

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

- Circulation is down, perhaps due to holidays and travel.
- 6,623 card holders to date.
- Gearing up for summer reading programs. Theme to be revealed.
- Children's librarian Marie Joyce has been arranging visits for the elementary schoolers.
- April 16 Spring Craft for Adults and Teens – Peep Topiaries were a big hit.
- May 15 Tie Dye Tees for Teens. 36 teens in attendance.
- Merger of Polaris and III.
- Evanced – 75 libraries are loading library calendars into Evanced for patrons to view library programming throughout the county.
- Zinio – an online magazine database with over 100 titles; full text magazines downloadable. Only available at certain libraries. BCCLS hoping to make Zinio system wide by 2015. Our library is looking to participate in Zinio.
- Moving toward patrons receiving text message alerts re: overdue items or holds available for pickup
- Grant writing workshop held at Montville Public Library; state library is developing a ListServ to keep directors informed of grant opportunities.
- New library program and events brochure created as a marketing tool for patrons.

**Update from Friends of the Library**

Micky Maschio reported:

- Great success with the Chinese Luncheon Sunday, May 4.
- Friends hosted Friends Sharing Meeting Tuesday, May 13<sup>th</sup> with 8 libraries participating.
- Book, bake sale and costume jewelry sale coming up Saturday, May 31- Sunday June 1
- Just Desserts Friday, June 6 at the library

**Committee Reports**

**Building – Pat Link, Committee Chair**

- Painting of library started May 2. Only public areas have been painted. Pat Link will update checklist of needed areas for next board meeting.
- Lighting on the library landing still needs to be addressed.

**Finance – Ron Ellis, Committee Chair**

- Automatic door installation has caused problems with security system. Security system is currently inoperable. Board approved paying cost to move door security posts to correct the problem.
- Updated proposal received to send wi-fi capability to downstairs of municipal building
- Capital projects: 24 chairs, book drop, media shelving
- Mobile phones will be purchased through library budget
- Pay Pal is cost prohibitive; still investigating alternatives
- Researching better options for our endowment fund re: return on investment, legal entities of the fund, tax liability, disbursement of funds

**Personnel –Rose Ellen Lorber-Termaat, Committee Chair**

Resignation of Thomas Nicoletti, page, who has accepted a new position with Ramapo College. Motion to accept resignation with deep regret: Ron Ellis & Seconded: John Baratta

**Strategic Plan –Rose Ellen Lorber-Termaat, Committee Chair**

Will be worked on over the summer

**Fundraising – John Baratta, Committee Chair**

Hilton Hotel being considered for Taste of Hasbrouck Heights Monday, October 6

**Old Business**

- Library appeal letter ready to go out to 6,000 households. No electronic version as of now. Will investigate mailing options.
- What Every Library Trustee Needs to Know meeting in Closter, Wednesday May 14 Informative and discussed the roles and responsibilities of a trustee.
- Hasbrouck Heights Library intern Esperanza Pacheco to receive \$1,200 scholarship at NJLA Conference June 3 in Atlantic City.
- Saturday, September 13 is Trustee Institute in Eatontown. Save the date.

**New Business**

- 2014 financial disclosure form due June 13 online.
- Library Board bylaws--will review in detail at next board meeting; members are to review individually and submit any corrections to library director.

No further business. Motion to adjourn: Ron Ellis/ Seconded: John Baratta

The meeting ended at 9:02 pm

Next meeting: Tuesday, June 17 at 7:30 pm

Respectfully Submitted,

Rose Ellen Lorber-Termaat  
Acting Secretary