

**Meeting of the Board of Trustees  
Free Public Library of Hasbrouck Heights  
Minutes  
June 16, 2015**

**Present:**

Lisa Traina, President  
John Baratta  
Ron Ellis  
Mayor Rose Heck  
Rose Ellen Lorber-Termaat

Linda Mansfield, Supt. Alternate  
Marcie Phelan  
Sonya Buckman Council Liaison  
Mimi Hui, Director  
Micky Maschio, Friends Rep

The meeting having been advertised in compliance with the sunshine law was convened by President Lisa Traina at 7:41 p.m.

**Public Portion:** None

Minutes of the May 18, 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 reported for the month of May the following:

- 8% decrease in circulation but increase in foot traffic
- New staff members in training
- Summer reading: Kicks off Monday, June 22 at 2 p.m.
- Children's summer reading theme – Every Hero Has a Story; program promoted in the schools by Children's Librarian Kate Senedzuk and Teen Librarian Esperanza Pacheco
- Teen reading program theme: Unmasked
- Adult reading program theme: Escape the Ordinary
- Summer Bash: Superheroes Unite! Friday, August 7 at 6:30 p.m.

**Update from Friends of the Library**

Micky Maschio reported the following:

- Murder Mystery Fundraiser planned for Sunday, June 7 was canceled due to lack of response
- Book and Bake Sale was a success; home baked goods with lists of ingredients were allowed; leftover books boxed to be sent to the World Book Company for sale.
- Help with summer bash is being planned.

## **Committee Reports**

### **Building** - Pat Link, Committee Chair (absent; report forward)

- Priming and spackling will begin.

### **Finance** - Ron Ellis, Committee Chair

- Insurance claim for conference table; Business Administrator Mike Kronyak was asked to check into whether these funds could be diverted for another use

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

- Requested the board to approve Youstina Khalila and Maria Kaldas as pages: \$8.40 per hour, approximately 10 hours per week  
Motion: Ron Ellis / Second: Linda Mansfield. Motion passed.
- Requested the board to approve Laura Rios as intern: \$9.50 per hour  
Motion: Rose Ellen Lorber-Termaat / Second: Ron Ellis. Motion passed.
- Self-evaluation form for those who will have an annual evaluation coming up at the end of the calendar year  
Motion: John Baratta / Seconded: Ron Ellis. Motion passed.

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

- Board given a rough draft written by Rose Ellen Lorber-Termaat and Mimi Hui

### **Fundraising** - John Baratta, Committee Chair

- Taste of Hasbrouck Heights. The Chamber of Commerce and the Library will sponsor the event. The Gazette Newspaper, VFW and Heights Flower Shoppe will be financial supporters. VFW is the venue; catering being discussed.

## **Old Business**

- Piano has been set and tuned and is ready to play; dedication ceremony to be scheduled for the Fall; thanks to the Mayor and Council for capital funds; Director Hui would like to develop guidelines for use.
- Wall Hanging System – Director Hui is getting the specifications ready to order the equipment.

## **New Business**

- Continuing Education Opportunity: New Jersey Trustee Academy; Director Hui registered our Library to receive free training webinars from the academy for trustees to “attend”. Available webinars are Trustee Basics, Working Effectively with the Library Director, The Library’s Budget, Advocating for Your Library, Evaluating the Library Director, New Jersey Per Capital State Aid, and New Jersey: The Law and Libraries.
- Summer Bash, August 7, 6:30 p.m. to 1 a.m. Director will work with the Police Chief and Financial Officer Mike Kronyak to secure the building

- By-law revision: Article 1 Section 1: from 7 to 9 member board  
Article 4 Section 4: quorum from four to five members  
Suggested revisions: to change Article 3 Section 1 and Section 9: from Gift Committee to Gift/Fundraising Committee

Motion to accept with corrections: Ron Ellis / Second: John Baratta. Motion passed.

- Telephone system: down to one working hand set at the front desk; Director Hui presented three quotes from Entel Systems, Optima Communication Systems, and Eastern Datacomm, Inc; suggested to use \$9,000 from Endowment fund to cover cost of the Entel Systems quote; finance committee to meet with Borough Administrator Mike Kronyak to discuss compatibility of new system with existing phone systems in building

Motion to authorize Director to proceed ahead with purchase of telephone system, not to exceed \$9,000: John Baratta / Second: Ron Ellis. Motion passed.

- Television – many technical issues with the plasma television, which is now 7 years old; a new television will need to be purchased in the near future
- Authorizing payment of bills during July and August when Library Board does not meet:  
Motion John Baratta / Second: Ron Ellis. Motion passed.
- Recognition of Director Mimi Hui, who received the President's Award by the New Jersey Library Association

No further business.

Motion to adjourn at 9:03 p.m.: John Baratta / Second Ron Ellis.

Next meeting is Tuesday, September 15, 2015 @ 7:30 pm.

Respectfully submitted,

Rose Ellen Lorber-Termaat  
Acting Secretary