

**Meeting of the Board of Trustees
Free Public Library of Hasbrouck Heights
Minutes
September 16, 2014**

Present:

| | |
|---------------------------|---|
| Lisa Traina, President | Linda Mansfield, Superintendent Alternate |
| John Baratta | Tom Verrastro |
| Ron Ellis | Mimi Hui, Director |
| Pat Link, Secretary | 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 7:33 pm.

Public Portion: Ivette Pujadas, Head of Circulation of the Hasbrouck Heights Public Library was in attendance. Her address is 153 Division Avenue in Hasbrouck Heights.

Minutes of June 17, 2014 meeting was approved.

Motion: Ron Ellis & Seconded: John Baratta

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

Update from Friends of the Library

Micky Maschio reported:

- Annual summer bash was huge success and thanked everyone for their support.
- Annual Friends membership drive is under way.
- Merchant Program is being updated.
- Next meeting of the Friends is Wednesday, October 8 @ 7 pm
- Friends will have a table at Town Day, Saturday, September 27 @ Woodland Park. Volunteers are needed to help pack books in the basement. Speak to Director Hui if you are interested.
- Friends plan on helping at the 25th Annual Lego Night which will take place on November 14th from 7-9 pm.

Committee Reports

Building – Pat Link, Committee Chair

- Spoke with Jim Schneider at the DPW and reported the hallway light has been fixed.
- He will be speaking with Director Hui about setting up a rug cleaning schedule.
- President Traina asked committee to go over the 2014 library repair list with Mr. Schneider and report back at next meeting.

Personnel –Rose Ellen Lorber-Termaat, Committee Chair

- Resignation of Young Adult Librarian Claire Santoro was accepted with deep regret. Motion was made by Linda Mansfield and Seconded by Pat Link. Approved.
- Recommendation was made to Finance Committee to set aside funds in the 2015 budget to utilize the services of a labor attorney to update the employee handbook.
- A motion was made by Rose Ellen Lorber-Termaat to go into closed session to discuss personnel matters. It was seconded by John Baratta. A discussion took place in regard

to the annual performance evaluation of an employee. A motion to go back into public session was made by Ron Ellis and seconded by Tom Verrastro.

Finance – Ron Ellis, Committee Chair

- Several proposals were discussed which included a new piano, 30 new library chairs, a new book drop and additional shelving.
- Capital plan was approved by the Mayor and Council.
- Committee is working with Director on the 2015 budget.
- Ron Ellis made a motion to give staff a 2% raise—retroactive pay effective January 1, 2014 to the present. It was seconded by Rose Ellen Lorber-Termaat. Approved.

Strategic Plan –Rose Ellen Lorber-Termaat, Committee Chair

Tabled till next meeting.

Fundraising – John Baratta, Committee Chair

- Support needed for Taste of Hasbrouck Heights Fundraiser

Old Business

- Library Board Bylaws – A copy was provided in the board packet for review. A copy was submitted to Board Attorney. He will report back to Trustees at the next meeting with any recommendations.
- Extension of Library WiFi Network – Senior Center and Community Room now have access to the internet. These areas are now a part of the library network. The cost of this project was split between the library and borough. Scott Sedita of Computer Help was able to accomplish this over the summer.
- Follow-up Report of the NJ State Library Trustee Institute – President Traina and Director Hui attended. Both reported the workshops each attended and information they learned.

New Business

- Taste of Hasbrouck Heights – tickets are still available at front desk. Cost - \$25/person in advance and \$30 at the door.
- Capital Expenditure: Proposal for a New Piano was tabled for later date.
- 2015 Library Holiday Calendar was discussed. Motion to accept the calendar was made by Pat Link and seconded by Ron Ellis. All approved.
- Upcoming Programs:
 - BCCLS Friends of the Library Breakfast (Oct. 1)
 - Library Law with Michael Cerone @ Closter PL (Nov. 12)
 - 10 Library Policies Every Library Should Have On Hand @ HHPL (Dec.2)

No further business. Motion to adjourn: Tom Verrastro / Seconded: John Baratta
The meeting ended at 9:03 pm

Next meeting: Tuesday, October 21 at 7:30 pm

Respectfully Submitted,

Pat Link
Secretary