

**Meeting of the Board of Trustees
Free Public Library of Hasbrouck Heights
Minutes
September 20, 2016**

Present:

John Baratta
Rose Heck , Finance
Pat Link, Secretary
Rose Ellen Lorber-Termaat
Linda Mansfield, Supt. Alternate

Lizz Nuzzo
Lisa Traina, President
Marlene Verrastro
Sonya Buckman, Council Liaison
Mimi Hui, Director

The meeting having been advertised in compliance with the sunshine law was convened by President Lisa Traina at: 7:40 pm.

Public Portion: None

Minutes of June 21, 2016 meeting was approved with corrections.

Motion: John Baratta & Seconded: Lizz Nuzzo

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

Staffing over the summer brought unexpected challenges and rewards. The hiring of two summer library assistants was a great help across all departments. 2016 Summer Bash (overnight camping event) was a huge success. The Friends of the Library worked tirelessly to subsidize the cost of this event.

Update from Friends of the Library:

Micky Maschio was absent. Director Hui read the following written report that was submitted:

- To date, \$800 in revenue has been earned from the Ongoing Book Sale Area.
- Total members of the Friends is 106.
- The Friends in conjunction with Collette Travel are planning a trip for April 27 - May 5, 2017 for Canyon Country featuring Arizona and Utah. Brochures are available at the Circulation Desk.
- Next meeting of the Friends is September 26 at 7:00pm.

Committee Reports

Finance – Rose Heck, Committee Chair

Reported the committee has met. Funding was increased this year in the budget. Special thanks to the Mayor & Council for their assistance.

Building – Pat Link, Committee Chair

Reported there is a schedule setup to clean the carpets. Book Box was refurbished over the summer. A note of thanks was forward to Jimmy Schneider & to the DPW for a job well done.

Personnel – Rose Ellen Lorber-Termaat, Committee Chair

A motion to go into closed session to discuss personnel was made by Ms. Lorber-Termaat / seconded by John Baratta. Approved.

Trustees were brought up-to-date regarding the periodical evaluation of staff.

After some discussion a motion was made by Rose Heck and seconded by Marlene Verrastro to go back into opened session. Approved.

Committee Chair Lorber-Termaat proposed the following items:

- Increase the hours & salary for the position of Library Assistant/PR position, not to exceed 23 hours/wk. Pay is \$11/hr.
- Advertise for the position of PT Reference Librarian, not to exceed 20 hours/wk. Pay is \$21/hr.
- Advertise for a new library intern, not to exceed 23 hours/wk. Pay to be determined.

Lizz Nuzzo made a motion to approve all 3 proposals / seconded by Linda Mansfield. Approved unanimously.

Strategic Plan – Rose Ellen Lorber Termaat, Committee Chair

Committee is working on a final draft.

Fundraising – Rose Heck, Committee Chair

Reported the committee is working on ways to increase funding for the library. More details at the next meeting.

Upcoming event:

In collaboration with the Chamber of Commerce, the Library is sponsoring A Taste of Hasbrouck Heights & Friends. Monday, November 14, 2016 / 6 pm – 9 pm at the Hasbrouck Heights VFW located at Oldfield Avenue. Ticket cost is \$35 in advance and \$40 at the door.

To date, the following sponsors are the Gazette Newspaper, Heights Flowers Shoppe, and the Hasbrouck Heights VFW.

Old Business

Paramus Library Staff will be staying with us until the end of the year. They have been a big asset in helping with desk coverage and with staff training.

Summer Bash 2016. Director Hui thanked everyone for all the hard work. The 10th Annual Summer Bash was successful even with all the unexpected challenges.

Trustees Institute Report. Marlene Verrastro, Lisa Traina, and Director Hui attended this all day Saturday training for trustees sponsored by the NJ State Library. It was

informative. Some of the topics that were presented covered fundraising ideas, proposed government legislations in support of library funding, community outreach projects and library law.

New Business

September is Library Card Sign-Up month. Trustees discussed ways to increase card holdership through the schools with the help of Linda Mansfield.

Borough of HH Policy Against Harassment. Copies of the new policy were distributed to the Trustees and placed in board packets. A motion was made by John Baratta & seconded by Lizz Nuzzo to adopt this policy for library. Approved unanimously.

Library Evacuation Plan – has been postponed until a meeting with Fire Inspector.

The following sub-committees were formed to address the following:

- Cleaning of the Library. Members of the Sub-committee are Pat Link, Chair, Rose Heck & John Baratta.
- Compliance with Fire Code & Procedures. Members of the Sub-Committee are Lizz Nuzzo, Linda Mansfield & Rose Heck to meet with Fire Inspector & address the rules/regulations that need to be followed.

Both Sub-Committees were voted on & approved. Motion by John Baratta / seconded by Linda Mansfield.

100th Anniversary Celebration of Library. Soft launch this November 2016. Committee members are: Lisa Traina, John Baratta & Marlene Verrastro.

No further business. Motion to adjourn: Linda Mansfield & Seconded: Pat Link
Meeting adjourned: 9:28 pm

Respectfully Submitted
Pat Link, Secretary