

**Meeting of the Board of Trustees
Free Public Library of Hasbrouck Heights
Minutes
January 15, 2019**

Present:

John Baratta	Lizz Nuzzo
Lori Cintron	Michael Sickels
Acting Mayor Ron Kistner	Marlene Verrastro,
Rose Heck	Steven Reyngoudt, Council Liaison
Pat Link, Secretary	Mimi Hui, Director
Linda Mansfield, School Supt. Alternate	Micky Maschio, Friends Rep

The meeting having been advertised in compliance with the sunshine law was convened by President Marlene Verrastro at 7:33 pm.

Oath of Office was administered to the Trustees by Council President Ron Kistner in the absence of Mayor Jack DeLorenzo.

Public Portion: None

Minutes of previous meeting was read & approved as distributed with 1 abstention.
Motion: Linda Mansfield & seconded by John Baratta.

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

Director Hui recognized the following new and returning members to the Library Board – John Baratta's reappointment to the board to serve another 5 year term, Linda Mansfield the returning ex-officio for the Superintendent of Schools, and Councilman Steven Reyngoudt as our new Liaison to the Council.

Highlights

- Reported the statistics from the previous month and year end final totals.
- Staff has been engaged in LEAP training. BCCLS will be transitioning over to this web based product in another month or two.
- LibraryLinkNJ has asked for libraries to support Bill A-4815.
- A list of all meetings and events attended for the past month was provided.

Update from Friends of the Library

Micky Maschio reported the following:

- The Chinese New Year Luncheon will take place on Sunday, February 17 at the Asian Grille located on Rt. 17N in East Rutherford. Tickets may be purchased at the Circulation Desk. Cost is \$35.00 / adult and \$25.00 / child. See flyer enclosed in board packet for details.
- The Friends held their reorganizational meeting. The new Vice-President is Tony Bernice. A representative from TD Bank was present to discuss the Alliance Program and how the Friends can use it.

- Future meeting dates for the Friends are March 13 – at 7 pm, May 8 – at 1 pm, September 11 – at 7 pm and November 13 – at 1 pm.
- The Friends Merchant program has 32 participating merchants for 2019. Micky reminded members to show their membership card to let merchants know that he/she is a Friend of the Library when they shop at their location to get the discounts.
- Friends are working on the next Books/Jewelry Sale in the spring as well as a wreath making fundraiser for the fall.

Committee Reports:

Finance – Michael Sickels read the figures for December that was in the board packet. The committee will be holding a meeting to discuss the upcoming budget.

Building – Pat Link, Committee Chair

Reported the ceiling by the elevator was repaired as well as the hole in the wall of the Library Conference room. The committee will meet with the director and develop a list of repairs.

Personnel – Lizz Nuzzo, Committee Chair

The committee met and discussed the following matters:

Lizz Nuzzo met with the Director and sat in on the evaluations of each department head.

The committee will meet and continue working on updating the employee handbook.

The minimum wage increase for 2019 for pages is \$8.85 from \$8.60. Lizz Nuzzo made motion to approve and seconded by John Baratta. Motion passed.

A motion was made by Lizz Nuzzo to go into closed session to discuss the Director's evaluation seconded by Michael Sickels at 7:45 pm.

A discussion was held. Director Hui is an asset to our library and the community. Her leadership and dedication has produced countless programs and resources. The director has gone above and beyond and even with all the challenges she has achieved great results.

Motion to go back into opened session made by Lori Cintron and seconded by Michael Sickels at 7:52 pm.

Strategic Plan – Lori Cintron, Committee Chair

Committee is working on updating the plan and it will be completed in 2019.

Fundraising – Rose Heck, Committee Chair

Reported the committee is working on an annual appeal letter and identifying potential individual donors to support the endowment fund. Committee will develop new ideas to help raise monies.

Old Business

None

New Business

- **Re-Organization of Officers**

Nominations for Board President. Secretary Link asked for nominations from the floor. A motion was made by Lori Cintron to nominate Marlene Verrastro. Seconded by Linda Mansfield. No other nominations were made. Board members voted unanimously to elect Marlene Verrastro as Board President.

Nominations for Board Secretary. Linda Mansfield made a motion to nominate Pat Link. Seconded by Michael Sickels. Vote was taken and board members unanimously elected Pat Link to be Board Secretary.

Nominations for Board Treasurer. John Baratta nominated Michael Sickels. Seconded by Lizz Nuzzo. Vote was taken and board members unanimously elected Michael Sickels to be Board Treasurer.

The new officers for 2019 for the Board of Trustees are as follows:

President: Marlene Verrastro

Secretary: Pat Link

Treasurer: Michael Sickels

- **Committee Appointments**

President Marlene Verrastro appointed the following individuals to serve as:

Building Chair – Pat Link
Committee member is Lori Cintron.

Finance Chair – Michael Sickels
Committee members are John Baratta

Personnel Chair – Lizz Nuzzo
Committee members are Pat Link & Linda Mansfield

Strategic Plan Chair – Lori Cintron
Committee members are Michael Sickels

Fundraising Chair – Rose Heck
Committee members are John Baratta

Gift Committee – All Trustees
Endowment Account Liaison – Marlene Verrastro

- 2019 Library Board Meeting Dates – Motion was made by Rose Heck and seconded by Pat Link. Unanimously approved meeting dates.
- BCCLS Certification of Agreement – Motion was made by Lori Cintron and seconded by Lizz Nuzzo. Unanimously approved to accept terms of BCCLS membership.
- Staff Training (February 25, 2019) – Director Hui asked the Board for permission to close the library a half day to conduct a joint LEAP Training session with Wood-Ridge Library in the morning. After some discussion, a motion was made by Michael Sickels and seconded by Lori Cintron to approve. It was voted on and approved unanimously.

- Year in Review Report - PowerPoint presentation given by Director Hui. President Verrastro asked board members to stay after the meeting adjourned to watch.

No further business. Motion to adjourn by John Baratta / Seconded: Lizz Nuzzo
Meeting adjourned: 8:25 pm

Next Meeting: February 19, 2018 at 7:30 pm

Respectfully submitted,
Pat Link, Secretary