

**Meeting of the Board of Trustees
Free Public Library of Hasbrouck Heights
January 21, 2020**

Present:

Marlene Verrastro, President
Pat Link, Secretary
John Baratta
Lori Cintron
Mayor Jack DeLorenzo
Rose Heck
Matt Helfant, Supt. of Schools

Linda Mansfield, Supt.'s Alternate
Lizz Nuzzo
Kim Parise, Mayor's Alternate
Michael Sickels
Mimi Hui, Director
Micky Maschio, Friends Rep
Josephine Ciocia, Council Liaison

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 by Mayor Jack DeLorenzo to all the Trustees.

The following statement was read by Marlene Verrastro, President of the Board of Trustees:

Before I proceed with the regular agenda this evening, I want to first address the personnel matter that was carried over from the December meeting. This matter is based upon an allegation of a violation of section 8 C. of our Personnel Manual which prohibits the use of public funds, services or personnel to promote or defeat the election of a candidate for public office.

I have consulted with a majority of our members of this Board individually since the last meeting and I have found that these members will be satisfied if we reaffirm in the strongest possible terms that we will not tolerate a violation of this rule in the future. The Personnel Committee has already addressed the matter to the two involved staff members and those Committee members are satisfied that they will refrain from any prohibited activity in the future.

*Because of what I have learned, I recommend the adoption of supplements to both our Employees' Manual and, as well, to the By-Laws of the Trustees. These supplements were drawn by our attorney and approved by our Personnel Committee last month. Each of the two supplements prohibits any activity in the course of any Library officer's or employee's duties "**** from which it may be reasonably inferred either the support or the opposition by the Library of any political candidate, party or position."*

I believe that this matter should be concluded without further delay or debate. I will now entertain a motion to place these two supplements on the agenda for adoption at the February meeting and that any of the currently pending personnel matter be dismissed. May I hear such a motion?

Motion made by Mayor Jack DeLorenzo and seconded by Mike Sickels. Voted on and approved with Trustee Rose Heck abstaining on the grounds she was not notified in advance.

Public Portion: 30 residents were in attendance at the meeting, including Borough Attorney Emeritus Ralph Chandless.

Resident Patrick McCarthy from Kipp Avenue stood up and addressed the Board and spoke on behalf of the American Legion. He presented a copy of their recently published ad journal that celebrated their 100th anniversary celebration. The American Legion is a nonpartisan organization but welcomes donations/sponsors from any entity. He pointed out an ad submitted by Mayor DeLorenzo and also by Chris Hillmann that was in the journal. This was an example of free speech.

Minutes of the December 17, 2019 meeting were approved as distributed.

Motion: Rose Heck & seconded by Mike Sickels.

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

Highlights

- Reported the statistics from December: See Report in the packet.
- Director Hui wished everyone a Happy New Year, good health and much happiness in 2020!
- The Director recognized new and returning board members. She looks forward to working with the trustees in serving our community.
- Discussed factors that impacted our circulation numbers this past year.
- Weeding Project by Library Specialist Ruth Greenberg was completed by year end.
- Coding classes on Saturdays have been successful. The Bergen Academy students have been stellar in conducting them. They just completed their third week out of the proposed ten.
- Delivery to the Homebound. A town resident recently sent a thank you letter to Director Hui and it was shared.
- Grants applied so far for 2020.
- Director Hui attended Eagle Scout Court of Honor reception for Kristian Tegge from Boy Scout Troup #17.
- Attendance at Hasbrouck Heights Junior Woman's Club Annual Spelling Bee and at their 95th Anniversary celebration the Holiday Inn on Rt. 17.

Update from Friends of the Library

Friends President Maschio reported the following:

Annual Membership Breakfast Meeting was held on Saturday, January 11th and a review of what took place during 2019 was shared.

The 2020 Merchant Program is now available to members. A list of the participating businesses may be picked up at the front desk. President Maschio stated the effort we make as Friends of the Library not only benefits its patrons, but the entire community. Our organization is proud to be members of the BCCLS consortium which provides this library, with materials, workshops, and collaborations with other libraries.

As stated at a prior meeting in a letter to Good Day New York/Channel 5 news to Rosanna Scotto - our library is the "hub" of the community and plays a very important part.

The Friends financially supports library programming, special services and assists with staff development, providing scholarships and awards for graduating High School Seniors.

The Friends have received permission from the Trustees and the Mayor and Council to move the Annual Spring Book Sale from the Senior Center to the Community Room in the basement. The date for this year is the week of April 28th - May 2nd. This will make it much easier for the volunteers and library staff members to setup for the event since the books are stored in the basement.

Upcoming event - Chinese New Year Luncheon at the Asian Grill located on Rt.17 to be held on February 16 from 1:30 to 4:30 pm. Tickets are \$45.00 and can be picked up at the circulation desk. No tickets will be sold at the door.

Friends President Maschio closed her report thanking Director Hui and her staff for all their hard work.

Committee Reports

Finance – Michael Sickels, Committee Chair

Reported the committee met and copies of the monthly statistically reports are in the packet. The committee will be meeting soon to discuss the upcoming budget and more details will be given at the next meeting.

Building – Pat Link, Committee Chair

Spoke with the Director and it was reported 3 new leaks were found in the library due to all the rainy weather - one was in the Trustee Room, Fiction Stacks Area and in the Reference Wing. The staff is keeping an eye on these areas and the DPW was notified. The Director also reported a broken cabinet door in the large meeting room that needs repair.

Personnel – Lizz Nuzzo, Committee Chair

Reported that evaluation forms for the Director are in your packets and that the members should fill them out and return them to her by February 9th in preparation for next meeting.

Strategic Plan – Lori Cintron, Committee Chair

Reported the committee will meet to finalize the details of the new plan and get copies out to the members by the next meeting.

Fundraising – Rose Heck, Committee Chair

Reported working on a draft letter that will be sent out to library patrons in the new year. Would like to meet with the Director and work with the Mayor and Council to digitizing the Observer newspaper to keep them safe from disintegrating.

Old Business

- Library Holiday Closing Calendar - enclosed in packet. Library will have 13 paid holidays as is the same as the town. Motion to approve made by Lori Cintron and seconded by Lizz Nuzzo. Voted on and approved.

New Business

- **Reorganization of Officers**

Nominations for Board President. Secretary Link asked for nominations from the floor. A motion was made by Mayor DeLorenzo to nominate Marlene Verrastro. Seconded by Mike Sickels. No other nominations were made. Board members voted unanimously to elect Marlene Verrastro as Board President.

Nominations for Board Secretary. Lori Cintron made a motion to nominate Pat Link. Seconded by Marlene Verrastro. Vote was taken and board members unanimously elected Pat Link to be Board Secretary.

Nominations for Board Treasurer. Supt. Dr. Matt Helfant nominated Mike Sickels. Seconded by Lizz Nuzzo. Vote was taken and board members unanimously elected Michael Sickels to be Board Treasurer.

The new officers for 2020 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 member is John Baratta

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

Ad Hoc Strategic Plan Chair – Lori Cintron
Committee member is Michael Sickels

Ad Hoc Fundraising Chair – Rose Heck
Committee members is John Baratta

Gift Committee – All Trustees
Endowment Account Liaison – Marlene Verrastro

Motion to approve committee's slate made by Mayor DeLorenzo and seconded by Lizz Nuzzo. Voted on and approved unanimously.

- 2020 Library Board Meeting Dates – Motion was made by Lori Cintron and seconded by Mike Sickels. Unanimously approved meeting dates with one change to the October date to be rescheduled for October 21st.

- BCCLS Certification of Agreement – Director Hui spoke about BCCLS By-Laws Article 1: Organization and Membership obligations. Motion was made by Rose Heck and seconded by Lori Cintron to have President Verrastro and Director Hui sign agreement for submission. Unanimously approved to accept terms of BCCLS membership.
- Director Hui presented a year-end power point presentation on what the library accomplished in 2019.

No further business. A motion was made by John Baratta and seconded by Lizz Nuzzo to adjourn. Voted on and approved.

Meeting adjourned at 8:45 pm.

Next meeting: February 18, 2020 at 7:30 pm.

Respectfully submitted,
Pat Link, Secretary