

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

**Present:**

Rose Heck  
Pat Link, Secretary  
Linda Mansfield  
Lizz Nuzzo

Michael Sickels  
Marlene Verrastro, President  
Mimi Hui, Library Director

The meeting having been advertised in compliance with the sunshine law was convened by President Marlene Verrastro at 7:34 pm.

The Library Board welcomed back Director Hui from her medical leave. In her absence, the Board recognized the efforts and hard work of Acting Director Kate Senedzuk with the help of Administrative Assistant Jeanine Dattolico along with the library staff. Director Hui also reiterated her thanks to her department heads and staff for a job well done while she was on leave.

**Public Portion:** None

Minutes of the previous meeting were read & approved with two abstentions.

Motion: Lizz Nuzzo; seconded by Rose Heck.

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

Highlights

- Reported the statistics from last month.
- September was Library Card Sign-up Month
- Two half day Apple training sessions took place at HH Library on October 2 in collaboration with Apple Inc. and NJ State Library.
- A credit of \$2,335.13 was refunded to our library for paying BCCLS bill in full for 2019 delivery in which each library was assessed the cost of \$9,000.
- NJLA is looking for more sponsors for Assembly Bill A3801 and Senate Bill S2668- to increase funding for the state per capita library aid program.

**Update from Friends of the Library**

Micky Maschio forwarded the following written report in her absence:

- Friends membership form has been revised and updated in preparation for membership drive that will take place in November. Renewal letters will be mailed out shortly.

- Micky and Judy Mascis have been visiting local businesses to renew their participation in the FOL Merchant Program for 2020.
- The Friends took part in Town Day. Friends President Micky wanted to specially recognize Judy Mascis for being at the park with her at this event.
- HH Friends will be participating in the BCCLS Breakfast at Seasons in Washington Township.
- Next upcoming event is Taste of Hasbrouck Heights & Friends – October 30<sup>th</sup>.
- Next Friends Meeting is scheduled for Wednesday, November 13<sup>th</sup> at 7 pm. One of the topics to be discussed is how to make improvements upon the 2020 Spring Book Sale.
- Annual Reorganizational Meeting of the Friends will take place on a Saturday in early January 2020.

### **Committee Reports:**

- **Finance** – Michael Sickels, Committee Chair

Finance Committee worked with Personnel Committee to review staffing options.

- **Building** – Pat Link, Committee Chair

Reported carpets were being cleaned throughout library as schedule permits.

- **Personnel** – Lizz Nuzzo, Committee Chair

Reported meeting with the committee and also holding meetings with Finance Committee.

- A motion was made by Lizz Nuzzo to go into closed session to discuss personnel and salary issues at 7:58 pm. Seconded by Linda Mansfield. Voted on and approved.
- A discussion took place regarding staffing changes and the need to hire an additional library assistant.
- A motion was made by Mike Sickles and seconded by Lizz Nuzzo to go back into open session at 8:24 pm. Voted on and approved.

Lizz Nuzzo made a motion and seconded by Mike Sickles for Director Hui to begin the process of hiring a P/T Library Assistant to work up to 25 hours at \$11/hr. Voted on and approved.

- **Strategic Plan** – Lori Cintron, Committee Chair

Chair was absent. Director Hui reported that plans are in the works to have a final draft by the end of the year.

- **Fundraising** – Rose Heck, Committee Chair

Committee is working on developing a mailing list in preparation to send out an appeal letter in early January 2020.

### **Old Business**

BCCLS Unified Loan Periods/Automatic Renewal – this proposal will be voted on at the next BCCLS System Council Meeting scheduled to take place on October 17. Library Board instructed Director to use her discretion on this vote. Motion made by Rose Heck and seconded by Lizz Nuzzo. Approved unanimously.

Taste of Hasbrouck Heights & Friends – Is the next major upcoming event to be held on October 30 at the Fiesta located in Wood-Ridge on Rt. 17. Volunteers and basket items are needed. If you can help, please speak with the Director after the meeting. Everyone's support is needed in order to make this a success.

### **New Business**

2020 Library Holiday Closing List was presented to the board for approval. BCCLS need the dates in advance in order to set the computer calendar for all 77 libraries. HH Borough and DPW have not worked on their 2020 holiday closing dates as of yet. Once that information is available, it will be furnished to the trustees. Mike Sickles made a motion to approve the 2020 holiday closings of the Library as presented and seconded by Lizz Nuzzo. Voted on and approved.

Director Hui thanked the Board for the delicious fruit basket she received while she was home recovering.

No further business. A motion was made by Rose Heck and seconded by Mike Sickles to adjourn. Voted on and approved. Meeting adjourned: 8:41 pm.

Next meeting: November 19, 2019 at 7:30pm

Respectfully submitted,  
Pat Link, Secretary