Meeting of the Board of Trustees
Free Public Library of Hasbrouck Heights
Minutes
November 19, 2019

Present:

Marlene Verrastro, President
Pat Link, Secretary
Mimi Hui, Director
Linda Mansfield
Lizz Nuzzo
Michael Sickels

Mayor Jack DeLorenzo
Matt Helfant, Supt. of Schools
John Baratta
Micky Maschio, Friends Rep
Steven Reyngoudt, Council Liaison
Lori Cintron

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

Public Portion: None

Minutes of the previous meeting were approved as distributed with 4 abstentions.
Motion: Mike Sickels & seconded by Lizz Nuzzo.

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

Highlights

• Reported the statistics from October:
• Total items circulated 8,027 items; 8,393 people walked through our doors.
• 40 new library cards were issued making the total now 6,818.
• 654 reference questions were answered and 79 bins were forwarded to other libraries

• In the packet see her report under the Direction of the Adult Services Department. See updated report in the packet.
• Mimi also spoke of computer training classes taking place in the library since January with a monthly breakdown along with a breakdown of Exams Proctored.

and the Jerseycat Lending Transactions. (see packet for details).

Recently the Members of the Friends, Library Staff & Trustees attended the BCCLS Breakfast at Seasons. BCCLS holds this event annually to raise money for scholarships and our very own Youth Services Librarian Kate Seneduk is a former recipient of the BCCLS scholarship award.
Also in the report are pictures from events that took place since our last meeting which included 6th Annual Taste of Heights & Friends and the library’s 30th Lego Night event.
Mimi ended her report announcing Coding Classes that will begin January 2020 at our library.

- **Update from Friends of the Library**
  Micky reported the following:
  Trustees have a letter in the packet asking for permission to change the date and venue of the Library Book Sale from the Senior Center to the Community Room. The date would be the week of April 28th-May 2, 2020. After a discussion President Verrastro said she would speak with the Borough Clerk, Laurie Varga and discuss it and get back to the trustees at the next meeting.
  Mickey also reported the Friends Membership form has some changes and the membership drive will be starting soon and new merchant discount flyers will be mailed out along with the letters.
  Micky reminded the members that about the Blue Foundry Alliance Program (formerly Boiling Springs bank) of the need to keep 20 members in it to get the benefits.
  Micky ended her report by giving special thanks to the Director, Maureen, Kate from the staff and Pat Link for all their help in making the 30th Lego Night a big success!
  Annual Meeting will be the first Saturday January 11, 2020.

- **Committee Reports:**

  - **Finance** – Michael Sickels, Committee Chair reported the committee met and copies of the monthly statistic report and endowment fund are included in the packet. Mike also read 3 motions which are:
    #1 To increase the pay rate of Per Diem employees to $11.00 an hour.
    Motion: John Baratta & Seconded: Lizz Nuzzo Voted on & approved.
    #2 Increase the pay rate for Library Assistant employees to $12.00 an hour retroactive from January 2019. It was discussed then voted on and approved. Motion: Mike Sickels and Seconded: Lori Cintron.
    #3 To raise Part-time staff making $11.00 an hour to $12.00 - 12.25 hourly.
    Motion: Mike Sickels and Seconded: John Baratta. Voted on & approved.

  - **Building** – Pat Link, Committee Chair reported the roof leaks are being fixed along with the carpet cleaning which is being completed. The DPW was notified.

  - **Personnel** – Lizz Nuzzo, Committee Chair reported meeting with the committee and also holding meetings with Finance Committee. Lizz made a motion to go into closed session to discuss personnel and salary issues (8:08pm). Second: Lori Cintron voted on and approved. The Personnel committee met to discuss hiring and restructuring of positions. Discussion was held and the recommendations made for 2 positions to be
added to the staff: Library Assistant and Library Specialist. A motion was made to go back into opened session by Marlene Verrastro and Second: Mike Sickels. Approved. (8:18pm). Lizz reported their were 2 resignations and President Verrastro read them both. The employees were Alyssa Bayer and Rose Ellen Lorber-Termaat. Motion to accept with regrets was made by: Linda Mansfield and Second: Lizz Nuzzo. Voted on and approved with regrets. Lizz also recommended to rescind a motion that was made at last month's meeting to increase Part-time Adult Services librarian position to full time. Motion: Lizz Nuzzo and Second Mike Sickels. Approved.
Lizz continued by making a motion for Ruth Greenberg to be accepted for the position of Library Specialist for six weeks at $30/hour. Second: Mike Sickels. Voted on and approved. Lizz's final motion was to hire Courtney Von Saders as Part-time library assistant ($12.00/hr.25 hours). Second: Mayor Jack DeLorenzo. Voted on and approved.

- **Strategic Plan** – Lori Cintron, Committee Chair - reported she will sit down with the Director and finalize the draft for the next meeting.

- **Fundraising** – Rose Heck, Committee Chair - absent No report.

- **Old Business**
  BCCLS Unified Loan Periods/Automatic Renewal - meeting was held and the Director voted for what the Trustees recommended. Renewal was approved.

Taste of Heights & Friends Report given by Director Hui see copy of Expenses & Profit sheet in the packet.

Mike Sickels made a motion to go into closed session and it was second Lizz Nuzzo (8:35pm) to discuss sending a rice notice to library employees for possible Code of Ethics violation? After discussion motion was made to re open the meeting by: Mike Sickels and Second: Lori Cintron. Approved. (8:45pm). A discussion was held on the current Taste event & how the Library works in conjunction with the Chamber of Commerce but the work load is not evenly distributed? Director Hui reminded the trustees that the profits from this event goes into the Endowment Fund for library technology. A recommendation was made to have a sub-committee of trustee members be a part and that it should go under Fundraising in the future. Director Hui also explained the Fiesta would need to raise the price in the future to offset the cost.

- **New Business**
  2020 Library Holiday Closing List -approved previously.

Mobile Hot Spots - contract renewal has come due and the Director recommends the Trustees renew it. Motion to renew made by: Mike Sickels and Second: Lizz Nuzzo. Voted on and approved.
Letters to Santa Flyer from American Legion in the packet wants permission to put a mailbox in the library by the Circulation Desk for children to drop off the letters to Santa from November 29, 2019 - December 18, 2019. Motion to approve John Baratta and Second: Lori Cintron. Voted on & Approved.


BCCLS Trustees Education Program - December 5, 2019 - Mahwah, NJ Library 6:00pm to 8:00pm. We get Trustee hours for attending these programs. So far our library has 5 hours earned we need 7 hours. Please let Mimi know if you can attend this event. Director asked who could be available and to let her know. Pat Link is available that night.

PLA Conference - Nashville, TN - will be held in February 2020 and Mimi is asking the Trustees for permission to attend and pay the registration fee. Motion to approve made by Mayor DeLorenzo and Second: Mike Sickels Voted on and approved.

No further business a motion was made by Lori Cintron and Second: John Baratta to adjourn. Voted on and approved.
Meeting adjourned: 9:16pm.

Respectfully Submitted
Pat Link, Secretary

Next meeting: December 17, 2019 - 7:30pm