

**Meeting of the Board of Trustees
Free Public Library of Hasbrouck Heights
Minutes
December 17, 2019**

Present:

Marlene Verrastro, President
Pat Link, Secretary
John Baratta
Lori Cintron
Mayor Jack DeLorenzo
Rose Heck

Liinda Mansfield
Lizz Nuzzo
Michael Sickels
Mimi Hui, Director
Micky Maschio, Friends Rep
Steven Reyngoudt, Council Liaison

The meeting having been advertised in compliance with the sunshine law was convened by President Marlene Verrastro at: 7:35pm.

Public Portion: 7 residents were present along with Board/Borough Attorney Ralph Chandless. Mr. Chandless reported a request was made for an opened hearing on the personnel matter and recommendation was made for the Trustees to speak with a Labor Attorney on the matter before continuing. The hearing would then be postponed until next month. A motion was made by Mike Sickels and second by Lori Cintron to contact a labor attorney and move the hearing to next month. Voted on and approved. Mr. Chandless was excused and the residents left the meeting.

Minutes of the previous meeting were approved as distributed with an amendment and 2 members abstaining.

Motion: Mayor DeLorenzo / seconded by: Linda Mansfield.

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

Highlights

- Reported the statistics from November. See Report in the packet.
- The Director reported 3 new staff members started working in the library, the staff warmly welcomed Library Specialist Ruth Greenberg, Adult Services Librarian Lisa Sedita and Librarian Assistant Courtney Van Sadlers. Their training started immediately.
- December's eNewsletter was truly a masterpiece and the Director commended Library Assistant Rose Ellen Lorber-Termaat for her hard work on learning how to use Constant Contact, an email marketing tool we subscribe to through BCCLS. Going forward it is hoped another staff member will take on this responsibility.
- Trustee Continuing Education is required by law under NJ statutes (NJSA) 15:21-2.3 a member or members of the Board or Commission must have received a minimum of seven total hours of library-related education annually to qualify for state aid, among other requirements. To date

our library has 6.5 earned hours. We have 2 weeks left and the State Library has online webinars for Trustees. To access to the training is noted in report.

- Update on BCCLS ebook licensing terms with libraries were changed in November. When a new ebook is released, a library can purchase just one copy. After 8 weeks, more copies can be purchased at higher price. 32 BCCLS libraries plan on boycotting this e-publisher (Macmillan) once the membership votes on this issue.
- Director Hui listed meetings and events she attended during the month of November.

Update from Friends of the Library

Friends President Micky asked the trustees if the Board had received a response to the letter which was sent out last month with regard to changing the dates and location on the proposed book sale for 2020. In the letter, a request was made to move the Book Sale from the Senior Center to the Community Room in the basement. The request stated it would take place the week of April 28, 2020 - May 2, 2020 (hours of operation to be determined).

The response was the Board had not heard anything yet and that President Verrastro would check with the Borough Clerk and report back.

The Friends of the Library will recognize the Eagle Scout Award for Tristen Tegge with \$100.00 gift card at this year's ceremony.

Upcoming dates to remember:

- Friends Annual Meeting will be Saturday, January 11, 2020 - 10am in the large meeting room with a light breakfast.
- Chinese New Year Luncheon will be Sunday, February 16, 2020 at the Asian Grille Located on Route 17 (more details later).

Annual membership drive is now underway and if you have not received a renewal in the mail you can pick one up at the circulation desk in the library.

President Micky ended her report wishing everyone a very Merry Christmas and Happy New Year.

Before moving on to Committee reports Director Hui welcomed new trustee Kim Parise to the board. Ms. Parise is the Mayor's Alternate.

Committee Reports

Finance – Michael Sickels, Committee Chair

Reported the committee met and copies of the monthly statistical report and endowment fund are included in the packet.

Mike Sickels made the following 3 motions to be voted on:

#1 Increase full time employees pay rate by 2% retroactive from January 2019.
Second: John Baratta. Voted on and approved unanimously.

#2 With the exception of employees hired in 2019, increase part time and per diem employees that make between \$13 - \$14.50 per hour by 2% retroactive from

January 2019. Second: John Baratta. Voted on and approved unanimously.
#3 Increase per diem Historian Librarian hourly wage from \$21 to \$25 per hour retroactive from January 2019. Second: Lori Cintron. Voted on and approved unanimously.

Mike Sickels also made 3 amendment motions:

#1 Amend minutes of November 19, 2019: Increase the pay rate of per diem employees making \$10 per hour to \$11 per hour effective 1/1/20.
Second: Linda Mansfield. Voted on and approved unanimously.

#2 Amend minutes of November 19, 2019: Increase the pay rate for part time Library Assistants making \$11 per hour to \$12 per hour retroactive from January 2019. Second: Linda Mansfield. Voted on and approved unanimously.

#3 Amend minutes of November 19, 2019: Increase the pay rate for part time employees making more than \$11 but less than \$12.01 to \$12.25 per hour retroactive. Second: Linda Mansfield. Voted on and approved unanimously.

Mike Sickels also read the salary resolution for year 2019 as follows:

Resolution to fix the salary and compensation of the certain officers and employees of the Free Public Library of the Borough of Hasbrouck Heights, New Jersey, for the year 2019.
Motion: Mike Sickels and Second: Lizz Nuzzo. Voted on and approved with an amendment removing under Part Time Library Assistant-Circulation Dept (hired before 11/19/15) \$12.25 per hour and putting it under Per Diem section.
Approved with the amendment unanimously.

Building – Pat Link, Committee Chair

Reported 3 new leaks were found in the library due to all the rainy weather, one was in the Trustees room, another in the Reference area and the third one by the Magazine area. The DPW was notified in regards to the situation. The tumbler lock on the front door had a problem that has since been rectified.

Personnel – Lizz Nuzzo, Committee Chair

Reported meeting with the committee and also holding meetings with Finance.
Lizz Nuzzo made a motion to go into closed session, it was seconded by Mike Sickels (8:04pm). Recommendation was to change the pay rate from \$27 per hour to \$29 per hour.

Motion was made to go back into opened session by Lizz Nuzzo and second by Linda Mansfield (8:10pm). Lizz made a motion to increase pay rate from \$27 to \$29 per hour. Voted on and approved unanimously.

President Marlene Verrastro read a letter of resignation from library employee Dianne Scott. Motion to approve with regrets made by Pat Link and second by Lizz Nuzzo Voted on and approved unanimously.

Strategic Plan – Lori Cintron, Committee Chair

Reported receiving a draft copy of strategic plan. Will review it and discuss with the committee and report back at the next meeting.

Fundraising – Rose Heck, Committee Chair

Is working on a draft letter that will be sent out to library patrons in the new year.

Old Business

BCCLS Trustee Education Program held at Mahwah Library. Follow up report given by Pat Link and Director Hui who both attended the program.

Pat Link reported it was very informative and highlighted several important points including some libraries have foundations to help with the fundraising.

For a library to be successful it needs to follow these steps:

- Have a Mission Statement
- A good Strategic Plan
- The Finance Committee & Personnel Committee need to work hand in hand within their budget.
- Fundraising and working with the Friends group or finding other ways to raise money such as Foundations.

John Baratta suggested looking into the Foundation idea or having a separate group for fundraising rather than the Trustees. He volunteered to work with the library director who has a list of 9 libraries who have foundations.

PLA Conference - Director Hui asked to rescind the motion of her attending this conference in February that was made at the November meeting due to family commitments. A motion was made by Mayor DeLorenzo and second: Marlene Verrastro to rescind the previous motion. Voted on and approved unanimously.

New Business

A proposal for purchasing new chairs for the Reference Wing was made. See proposal in packet. We have about \$3,000 left in the account and we need to replace at least 12 chairs.

After some discussion a motion was made by Lori Cintron and seconded by Lizz Nuzzo to use that money and buy as many chairs as we can with what is left in the capital expenditure account. Voted on and approved unanimously.

Proposed 2020 List of Meeting Dates - After reviewing the list there was a question of the October 2020 date. It will be changed to either the 19th or 21st of October (more details to follow at the next meeting) where vote will be taken.

Reminder: January 21, 2020 is our next meeting date. Trustees are to be at the library by 7pm for the annual picture and oath of office.

No further business a motion was made by Lori Cintron and second by Mayor DeLorenzo to adjourn.
Voted on and approved.

Meeting adjourned at 8:36pm.

Respectfully submitted,

Pat Link, Secretary