

**Meeting of the Board of Trustee
Free Public Library of Hasbrouck Heights
May 19, 2020**

Present:

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

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

The meeting having been advertised in compliance with the sunshine law was convened by President Marlene Verrastro at 7:32 pm.

The meeting was conducted via Zoom during COVID-19 crisis.

Roll call was taken by Secretary Pat Link. A total of 8 board members were present. Mayor DeLorenzo was present for a few minutes.

Minutes of the April 21, 2020 were approved as distributed. Motion was made by Lori Cintron and seconded by Lizz Nuzzo. Voted on and approved unanimously.

Motion to pay the bill certification for the month of May was made by Rose Heck and seconded by Lori Cintron. Voted on and approved.

Motion to approve payroll certification sheets as presented for Pay Period 4/10/2020–4/23/2020 & Pay Period 4/24/2020—5/07/2020 by John Baratta and seconded by Lizz Nuzzo. Voted on and approved unanimously.

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

Highlights

- A snapshot of website activity for the month of April was provided.
- The following quote was shared by a fellow peer as libraries work towards reopening - "Libraries are not essential to combatting a public health crisis. Libraries are essential to a robust recovery". Eileen Palmer, Executive Director of Libraries of Middlesex Automation Consortium (LMxAC).
- State Initiative - On April 16, the Executive Board of LibraryLinkNJ established a new task force to address the impact of COVID-19 known as TOPCATS. This group has been charged with coming up with strategies and to find solutions to assist in the recovery of libraries. There are six areas they will be focusing upon. For details, additional information may be found at <https://topcatsnj.org>
- County Initiative - On April 22, the president of BCCLS established a new task force to also address similar concerns related to COVID-19. They are working on guidelines for all 77 libraries to adopt.

- HH Library Action Plan - Library Director has been developing a list of supplies and PPE to be ordered while awaiting additional information from the State Initiative taskforce and the County taskforce.
- Materials returned in the book box continue to be quarantined for 2 weeks in the basement.
- Staff members have logged in over 200 hours of continuing education requirements and have met weekly for staff meetings on Mondays via Zoom.
- Library continues to offer various services to the community while closed. A list of virtual activities is listed in the director's report.
- The New Jersey Library Trustee Association and BCCLS Trustee Committee have been offering online continuing education opportunities for trustees to attend. See Director's report for more details.
- Director Hui provide an update on staff happenings and latest good news.
- A list of meetings and events the Director attended via Zoom for the past month was provided.

Update from Friends of the Library

Friends President Maschio reported the following:

- Since the pandemic started the Friends had to cancel three meetings, the Library Book & Jewelry Sale that was scheduled for April, and cancel plans for the 2020 Summer Bash.
- Wreath Making Committee is planning on setting up a schedule of dates for workshops once the library can open up. This next event is scheduled for Spring 2021.
- The Friends Library Scholarship Committee has been reviewing applications. This year the committee has picked two winners and each will receive \$500.
- In closing, Micky warned board members of various critters such as foxes, ground hogs etc. being seen around town and to be careful with children and pets when going outside.

Committee Reports

Finance – Michael Sickels, Committee Chair was absent.

John Baratta went over the statistical report.

Building – Pat Link, Committee Chair

Reported the committee is working with Director Hui on researching cost of Plexiglas partitions for the library. Director is also checking the current floor plan to see exactly where changes will need to be made to go along with social distancing guidelines that have been setup, especially by the computers, reading tables, and lounge chair areas, etc.

Personnel – Lizz Nuzzo, Committee Chair

Reported six resumes have been received to date for the advertised position of Head of Adult Services. Committee will be meeting shortly to review and setup interviews. Chair also stated the committee will be reviewing the Employee Handbook and making recommended changes.

A motion was made by Lizz Nuzzo to accept the resignation letter of Youth Services Librarian Kate Senedzuk and seconded by Pat Link. Voted on and approved unanimously.

The resolution supplementing the Trustee By-Laws / Employee Handbook regarding Explicit Prohibition of Political Activities was tabled until a later date.

Strategic Plan – Lori Cintron, Committee Chair

Reported draft has been completed and the survey is under review. Due to the pandemic, the survey will be postponed to a future meeting.

Fundraising – Rose Heck, Committee Chair

Due to the current pandemic, no fundraising is being done. Rose Heck made the recommendation that the library website be used to share information not only what is happening in the library but to notify the public of what events or news taking place around the town, including posting other borough departments news as well. Councilwoman Ciocia said she would work with Director Hui to see if this was feasible and report back at the next meeting.

Old Business

Status of New Copier - Director Hui reported library purchased new copier from Pro-Copy Co. and it is waiting to be delivered as soon as the library reopens.

Status of New Chairs - Ready to be delivered also as soon as the building reopens.

New Business

IT Billing - Renewal of contracts is now due and it was recommended that the monies be taken from the Endowment Fund. Total amount owed is \$3,600. Motion to pay was made by Rose Heck and second Linda Mansfield. Voted on and approved unanimously.

Taskforce for Post COVID-19 Alignment Trends and Strategies (TOPCATS) published the following report -- “Best Practices for Reopening New Jersey Libraries.” A copy of this report was included in each trustee packet for review. If anyone has any questions, please contact Director Hui.

Public Portion - in attendance were....

Councilman Christopher Hillmann stated he hopes the monthly library board meetings would continue to be made available via Zoom even if the library reopens for in-person meetings. It's been helpful for residents to stay informed.

.

Faith Ballantine-Armonaitis from TAPInto

Miscellaneous

President Verrastro asked board members to forward their thoughts and suggestions as preparations are being made to reopen the library. All are welcome to call or e-mail her or Director Hui.

No further business. A motion was made by Rose Heck and seconded by Lori Cintron to adjourn. Voted on and approved. Meeting adjourned at 8:37 pm.

Next meeting is June 16, 2020 at 7:30 pm

Respectfully submitted,

Pat Link, Secretary