

**Meeting of the Board of Trustees  
Free Public Library of Hasbrouck Heights  
Minutes  
May 21, 2019**

**Present:**

John Baratta  
Rose Heck  
Pat Link, Secretary  
Linda Mansfield

Lizz Nuzzo  
Joanne Razzetti, Mayor's Alt.  
Marlene Verrastro, President  
Mimi Hui, Director

The meeting having been advertised in compliance with the sunshine law was convened by President Marlene Verrastro at 7:36 pm.

The Board members welcomed newly appointed Joanne Razzetti as the Mayor's Alternate.

**Public Portion:** None

Minutes of the previous meeting were read & approved with one abstention.

Motion: Rose Heck & seconded by John Baratta. Passed.

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

Highlights

- Reported the statistics from the past month.
- Staffing continues to be a challenge.
- 15 year celebration of the Crafts-to-Share Club. Congratulations to all!
- Head of Circulation Robin Lasky and Director Hui attended a training session on the implementation of the new BCCLS delivery system. Drivers have been hired and the location of the warehouse is in Fair Lawn. BCCLS is still waiting on vans to be ordered.
- Unified Loan Periods – Hasbrouck Heights hosted a small group meeting to discuss this topic. The outcome was good as everyone came together and discussed streamlining due dates to better serve the public.
- Upcoming Continuing Education Opportunities for Staff (May 30–31)
  - > Book Expo 2019 at Javits Center in NYC.
  - > NJLA Conference will be held at Harrah's in Atlantic City.
- ESL Conversation Circles has been up and running for a month with very good results.
- A list of all meetings and events attended for the past month was provided.

## **Update from Friends of the Library**

Micky Maschio was absent. A written report was read by Director Hui as follows:

- The Annual Book/Jewelry Sale was this past weekend. Treasurer Rosemarie Settembrino reported a profit of \$1,404.63. This amount was down from previous years. Special thanks to the volunteers & to Director Hui and her staff for all their continued support.
- The Friends received 10 applications for our scholarship program. The committee met and reviewed them. Three candidates were selected to receive \$500 at the HHHS Night scheduled to take place on June 4th.
- A Friend's Newsletter will be going out in June. The next Friend's meeting is Sept. 11 at 1 pm.
- Next Friends Fundraiser is a Wreath Tricky Tray planned for Sept 13<sup>th</sup> from 6:30pm-8:30pm. More details to come.
- SAVE THE DATE – Summer Bash date is Friday, August 2.
- Thank you to all who support the Friends by being members, volunteering and donating your time, talent and treasures.

## **Committee Reports:**

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

Reported a ceiling leak in the fiction stack area. A shelf of books was ruined. The Director reported it to DPW and they are monitoring the situation.

### **Finance** – Michael Sickels, Committee Chair was absent.

John Baratta reported on the statistics for the past month which was enclosed in the board packet.

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

Reported the committee has met and continued the discussion of possibly restructuring positions. Since the salary for the Part Time Adult Services position was increased, the Director has received a few more resumes and is continuing interviews. Rose Heck made a motion to accept the following resignations with deep regret. It was seconded by Linda Mansfield. Board voted on and approved unanimously:

- ❖ Library Page Anna Hanna
- ❖ Library Assistant Per Diem Youstina Hanna
- ❖ Head of Reference Melissa Singlevich will be officially retiring September 1, 2019.

### **Strategic Plan** – Lori Cintron, Committee Chair was absent.

No report.

**Fundraising – Rose Heck, Committee Chair**

Reported working with committee to gather e-mail addresses to plan an annual appeal to the public. Hope to kickoff this event in early January 2020 where all donations will be accepted.

**Old Business**

NJLA Conference (May 29-31) was discussed earlier. Director Hui will be in attendance and distribute statewide scholarship to promising library school candidates.

BCCLS Trustee Training @ Maywood PL (April 30). Former Assemblywoman/Mayor Rose Heck was one of the guest speakers. It was an informative session on how to build support for one's library.

**New Business**

PC Replacement for Administrative Assistant. With the recent updates to our infrastructure, this computer needs to be replaced in order to better house and operate the Wi-Fi system and handle the demands placed on the network. Proposal was enclosed in packet. After some discussion it was decided to use the endowment fund to spend up to \$ 1,500 maximum to replace the computer. Motion by Rose Heck and seconded by Pat Link. Voted on and approved unanimously.

BCCLS Bergen County Grant Recommendation. Material included in packet. After some discussion, the Trustees voted to have the BCCLS Executive Director come to the next meeting and speak to the board as a whole. Motion made by Rose Heck & seconded by John Baratta. Motion passed. Director Hui will make the arrangements.

Staff Development Day (Friday, June 21). Motion to close the library made by Pat Link and seconded by Linda Mansfield. Voted on and approved unanimously.

**Miscellaneous**

Director Hui asked for a motion to have the invoices paid before the next meeting. Due to illness, Administrative Assistant Dattolico was not available to prepare bills for payment. After some discussion, a motion was made to have Finance Committee and President Verrastro meet within the next two weeks to pay the bills before the next Mayor & Council meeting. Motion made by Rose Heck and seconded by John Baratta. Voted on and approved unanimously.

No further business. Motion to adjourn at 8:53 pm by John Baratta and seconded by Rose Heck. Voted on and approved. Next meeting is June 18 at 7:30 pm

Respectfully submitted,  
Pat Link, Secretary