

**Meeting of the Board of Trustees  
Free Public Library of Hasbrouck Heights  
Minutes  
September 16, 2019**

**Present:**

Rose Heck  
Pat Link, Secretary  
Linda Mansfield  
Lizz Nuzzo  
Michael Sickels

Marlene Verrastro, President  
Jeanine Dattolico, Library Admin Asst  
Micky Maschio, Friends Rep  
Steven Reyngoudt, Council Liaison  
Kate Senedzuk, Acting Library Director

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

**Public Portion:** None

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

Motion: Rose Heck; seconded by Michael Sickels.

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

Highlights

- Reported the statistics from the past 3 months
- Total items circulated this summer was 29,108 items; 23,576 people walked through our doors.
- 130 new library cards were issued making the total now 6,738.
- 2,308 reference questions were answered and 210 bins were forwarded to other libraries.
- Library Happenings included figures reported under Head of Adult Services Dept. in the packet.
- Pictures from the Summer Bash are included in the packet.
- 2019 Summer Reading programs reports enclosed in the packet.
- Bash was huge success! Attendance total was 275 which included Friends, Staff, Trustees, Volunteers and Patron Families.

**Update from Friends of the Library**

Micky Maschio reported the following:

- The Friends presented 3 High School Seniors with \$500 scholarships at the HS Awards Ceremony in June.
- Boiling Springs Bank's Community Alliance Program continues to be very beneficial to the Friend's and currently we have 22 members which we must maintain to keep the benefits.

New name of the bank is now known as Blue Foundry Bank. Anyone interested in joining may go to the bank and see Diane Link who can assist you.

- The Friends also participate in the Amazon Smile program to get even more benefits.
- The Summer Bash was very successful!
- The Book Sale/Jewelry Event - Vice President Tony Bernice will spearhead making changes needed for our next sale in the spring.
- Reasons for Seasons Wreath Making event was held on September 13<sup>th</sup>. It was very successful with a profit of \$965.43. A total of 79 wreaths were on display for 2 weeks prior to the event in the Reference Area - hung on the walls with the new hanging system.
- Upcoming events: Friends will be having a Chinese New Year's Luncheon in 2020 at the Asian Grill; more details to come.
- Friends Renewal Forms will be updated shortly.
- Town Day is September 28th and volunteers are needed. If you can help, please contact Micky.

### **Committee Reports:**

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

- Finance Committee worked with Personnel Committee to discuss staffing options. Michael Sickles made a motion to go into closed session to discuss salaries. Seconded by Linda Mansfield. Voted on and approved to go into closed session at 8:05pm.
- Discussion was held in regard to creating a full time position in the Adult Service Department and establishing a salary. Mr. Sickels recommended a salary increase.
- Meeting was re-opened with a motion by Linda Mansfield and second by Rose Heck. All approved. Meeting was reopened at 8:25pm.

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

Reported a small leak was found in the Children's office. DPW was notified and this problem has been handled. Noted. – Carpets need to be cleaned. It is being worked on.

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

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

The following recommendations were made:

- Alyssa Bayer – Hire as Part-Time Adult Services Librarian at \$25/hr to work 25 hours/week starting July 1, 2019. Motion by Lizz Nuzzo and seconded by Michael Sickels.
- Michael Sickels made a motion to increase the hours of the PT Adult Service Librarian, who is currently working 25 hours for \$32,500 to 35 hours at \$45,500. Seconded by Linda Mansfield. Voted on and approved unanimously. Hours will be implemented at the discretion of the Library Director in agreement with Personnel Committee.
- Daniel Tsarev – Hire as Seasonal Library Assistant at \$10/hr to work 25 hours/week beginning July 15, 2019. Motion by Michael Sickels and seconded by Linda Mansfield. Voted on and approved.

- **Strategic Plan** – Lori Cintron, Committee Chair  
No report

- **Fundraising** – Rose Heck, Committee Chair  
Committee is working on ideas to raise additional monies. Committee is collecting e-mail addresses and names and making a list for Annual Patron Appeal which will go out in early 2020.

- **Old Business**

2019 Summer Reading Reports were included in board packet.

Summer Bash was discussed under Director's Report.

- **New Business**

Replenish funds of online subscription services for Hoopla and Kanopy.  
After some discussion, a motion was made to approve the combined replenishment of \$1,800 by Michael Sickels and seconded by Lizz Nuzzo. Voted on and approved unanimously.

BCCLS Unified Loan Periods/Automatic Renewal - see copy of letter in the packet for details.  
Trustees present at this meeting have not changed their views from the June meeting; we still are not happy about this program. This item was tabled until the next meeting.

No further business. A motion was made by Michael Sickels and seconded by Lizz Nuzzo to adjourn. Voted on and approved. Meeting adjourned: 8:46pm

Next meeting: October 15, 2019 at 7:30pm

Respectfully submitted,  
Pat Link, Secretary