

**Meeting of the Board of Trustee
Free Public Library of Hasbrouck Heights
June 16, 2020**

Present:

Marlene Verrastro, President
Pat Link, Secretary
Lori Cintron
Rose Heck
Lizz Nuzzo
Michael Sickels

Linda Mansfield, Supt.'s Alternate
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 7:36 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 along with Council Liaison Josephine Ciocia.

Minutes of the May 19, 2020 were approved as corrected. Motion was made by Rose Heck and seconded by Lori Cintron. Voted on and approved with one abstention.

Motion to pay the bill certification for the month of June was made by Rose Heck and seconded by Linda Mansfield. Voted on and approved unanimously.

Motion to approve payroll certification sheets as presented for Pay Period 5/08/2020 - 5/21/2020 & Pay Period 5/22/2020 - 6/04/2020 by Lizz Nuzzo and seconded by Lori Cintron. 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 May was provided.
- COVID-19 Testing in Senior Center for library and borough employees and first responders and their families took place on June 2 & 4.
- HH borough employees returned to their regular scheduled hours starting, Monday, June 8.
- On June 15, Governor Murphy announced curbside delivery may start for libraries if they are ready.
- Various services to the community is being offered while Library is closed –
 - > A chat box on library website continues to provide an avenue for the public to speak with staff.
 - > Upped presence through our social media channels and electronic newsletters. These numbers have increased due to the hard work of staff.
 - > More virtual programs are being considered during the summer months.
- Library Continues to be of Help in Other Ways –
 - > Sharing of PPE supplies with borough employees.

- > Laptops have been redeployed to assist Mayor & Council with Zoom meetings and other duties.
- Continuing education opportunities for trustees were offered in the past month. Three webinars took place via Zoom. Pat Link and Marlene Verrastro took part in all. Three other trustees were able to attend the second one.
- 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 Micky Maschio reported the following:

- The Friends Scholarship Committee met and went over the HH High School applications. Congratulations to the following two winners selected:
Victoria Bevacqua and Steven Kelly.
Each received a scholarship in the amount of \$500.00.
- Friend's Treasurer Rosemarie Settembrino worked with Director Hui to obtain gift cards to be used as prizes.

Committee Reports

Finance – Michael Sickels, Committee Chair

Reported committee met with Personnel Committee. Chair went over statistical sheet that was enclosed in board packet.

Building – Pat Link, Committee Chair

Reported the air filters in the building have been changed. On May 22, the library and borough hall were disinfected again with an organic spray that will be effective for 90 days. The ant problem in the large meeting room has been taken care of by the exterminator. The counter tops and cabinets have been cleaned.

The Building Committee recommends that a subcommittee be formed to work on policies and requirements needed to reopen the library beginning with curbside service. Subcommittee would meet and report back to the trustees at the next meeting. The idea was discussed and President Verrastro said a subcommittee would be formed ASAP.

Personnel – Lizz Nuzzo, Committee Chair

Chair read the revised resolution supplementing the Trustee By-Laws / Employee Handbook regarding Explicit Prohibition of Political Activities. Motion to approve made by Lizz Nuzzo and seconded by Rose Heck. A roll call vote was taken and the result was 8 in favor and no one opposed or abstained. Resolution was approved unanimously.

Strategic Plan – Lori Cintron, Committee Chair

Reported draft has been completed and will be voted on at a later date.

Fundraising – Rose Heck, Committee Chair

Due to the current pandemic, no fundraising is being done. Rose Heck made a recommendation that the trustees work on the policy changes as soon as possible so the library can reopen for curbside service.

Chair also stated that a final decision needs to be made as to whether or not the library board wishes to set up a new fundraising arm going forward when there was a discussion of establishing a foundation back at the January meeting.

Rose Heck asked that the trustees send a thank you note to Director Hui and her staff for all their hard work. President Verrastro thanked her and said it would be done.

Old Business

Status of New Copier - Director Hui reported new copier will be delivered on Thursday, June 18. She will be on hand to receive this delivery.

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

New Business

2020 Virtual Summer Reading Programs for Children/Teens/Adults kicked off on Monday, June 15. To date, we have 97 children, 19 teens and 51 adults signed up. The library is excited to present a virtual fairy tale puppet show entitled DEWEY the DRAGON and his puppet friends! The public may watch the puppet show any time from June 15-21 via our library website <https://hasbrouckheightslibrary.org> Links will be shared on the library's social media accounts (Facebook, Twitter, and Instagram). See flyers in the packet for more information.

OverDrive Agreement between Public Schools & Public Library (SORA)/Public Library Connect. The students from the public school may have access to all OverDrive titles that are a part of the BCCLS online collection. A motion was made by Rose Heck and seconded by Pat Link to go with the proposal. It was voted on and approved unanimously.

BCCLS Safely Opening & Operating Task Force (SOOT) proposal was discussed and a motion to adopt was made by Rose Heck and seconded by Mike Sickels. Voted on and approved unanimously. This includes TOPCATS Curbside Service Guidelines and the BCCLS Return & Delivery Procedures (SOOT).

> MeeScan Mobile Self-Check/Kiosk proposal was discussed and a motion was made by Mike Sickels and seconded by Lori Cintron to implement this technology in the library. It was voted on and approved unanimously.

Board Meeting in the Summer – Michael Sickels recommended that the library board meet in July to make an informed decision in this ever changing time to support Director Hui and the rest of the Library Staff. Motion made by Rose Heck and seconded by Mike Sickels. Voted on and approved unanimously.

Public Portion - in attendance were....

Mr. and Mrs. Bruce De Marco, Library Patrons
Faith Ballantine-Armonaitis from TAPInto
Laurie Varga, Borough Clerk
Oretta Brown, Jeanine Dattolico, Robin Lasky, Elaine Lincoln - Library Staff

Miscellaneous

Director Hui asked the trustees to authorize President Verrastro to pay any bills prior to our next scheduled board meeting on Tuesday, July 21 since the next Council meeting is July 14.
Motion was made by Lori Cintron and seconded by Mike Sickels. Voted on and approved.

No further business. A motion was made by Lori Cintron and seconded Linda Mansfield to adjourn.
Voted on and approved. Meeting adjourned at 8:30 pm.

Next meeting is July 21, 2020 at 7:30 pm

Respectfully submitted,
Pat Link, Secretary