

**Meeting of the Board of Trustee
Free Public Library of Hasbrouck Heights
July 21, 2020**

Present:

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

Michael Sickels
Linda Mansfield, Supt.'s Alternate
Josephine Ciocia, Council Liaison
Mimi Hui, Director

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.

President Verrastro stated our library is still working on the policies needed to reopen our library safely as soon as possible.

Roll call was taken by Secretary Pat Link. A total of 7 board members were present along with Council Liaison Josephine Ciocia.

Minutes of the June 16, 2020 were approved as distributed. Motion was made by Lizz Nuzzo and seconded by Lori Cintron. Voted on and approved.

Motion to pay the bill certification for the month of July was made by Lori Cintron and seconded by Lizz Nuzzo. Voted on and approved unanimously.

Motion to approve payroll certification sheets as presented for the following pay periods was made by Lori Cintron and seconded by Lizz Nuzzo.

- 6/05/2020 - 6/18/2020
- 6/19/2020 - 7/04/2020
- 7/05/2020 - 7/18/2020

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 June was provided.
- Summer reading programs are going strong. A lot of positive feedback from patrons who are happy and appreciative of what the library is doing during the pandemic.
- Library Reopening Subcommittee met and developed guidelines to start curbside pickup services. Details were discussed with the Borough Administrator to launch this service from the Senior Center.
- All full-time and part-time staff members were asked to return to the Library building on Monday, June 22 and undergo additional training.

- Library Director addressed various equipment failures.
- Plexiglas partitions have been installed at all service desks as well as the computer areas.
- The NJ State Librarian has temporarily suspended some of the per capita state aid minimum requirements due to the pandemic.
- Library Stabilization Act (S4181/HR 7486) was introduced in Congress. NJLA has asked all libraries to contact their legislative representatives and ask for their support.
- 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 was absent. No report.

Committee Reports

Finance – Michael Sickels, Committee Chair

Reported committee met with Personnel Committee to review their recommendations. Refer to personnel report for details.

Building – Pat Link, Committee Chair

Reported the library was cleaned again. Plexiglas partitions have been installed at all service desks and computer areas. Spacing of furniture in the library will be looked at in order to abide by the social distancing guidelines set by the Centers for Disease Control (CDC).

Personnel – Lizz Nuzzo, Committee Chair

Committee met and discussed the following:

- Recommended the promotion of Maureen Herman to FT Youth Services Librarian-in-Training beginning Monday, July 27, 2020 at the same pay rate. Motion was made by Lizz Nuzzo and seconded by Rose Heck. Voted on and approved unanimously.
- Interviews for the FT Adult Services Librarian were concluded. The Committee recommends the hire of Laura Rios as the FT Adult Services Librarian beginning on Monday, August 24, 2020 at a salary of \$63,000. Laura had previously worked for our library in 2015-2016 as a PT Library Intern in the Reference Dept. Motion was made by Lizz Nuzzo and seconded by Mike Sickels. Voted on and approved unanimously.

Strategic Plan – Lori Cintron, Committee Chair / No report.

Fundraising – Rose Heck, Committee Chair / No report.

Old Business

New Chairs - (still pending) Awaiting delivery from warehouse as soon as the library is opened.

MeeScan Mobile Self-Check App / Kiosk – Library has acquired the app for checking out items for patrons who can do it on their own rather than wait for the next available staff member behind the circulation desk. The app is free to use. Library is waiting for BCCLS to deliver the self-checkout kiosk to be installed. Estimated installation time is late August.

Library Curbside Pickup Service has been running smoothly. The Reopening Subcommittee will be looking to add hours for one night a week for patrons who may need it.

New Business

Fine Amnesty Period - A motion was made by Mike Sickels and seconded by Lori Cintron to give patrons until September 1 to return items during this pandemic. Voted on and approved unanimously.

Authorization for August Bills to be Paid - A motion was made by Pat Link and seconded by Mike Sickels authorizing Board President Marlene Verrastro to pay the August bills. Voted on and approved unanimously.

Public Portion - in attendance were....

Christopher Hillmann, HH Councilman

Asked about new chairs and vent cleaning in the library.

Director Hui responded to the questions explaining that the chairs are in the warehouse awaiting delivery when the library opens. Air vents will continue to be cleaned on a regular basis. Building Committee will be following up to see if air flow can be improved.

Gabriella Mendoza, Library Patron

Asked what other language books were available in the library besides the ones written in English?

Director Hui responded to her question explaining the library has an assortment of world language materials in the Youth Services Department and in addition we have items in the media section. If the Library does not have the desired item she is looking for, we would gladly check to see if the other 76 libraries that make up our library cooperative might have it. If they need assistance, patron is welcome to speak with a staff member.

Faith Ballantine-Armonaitis from TAPInto

Christine

Jeanine Dattalico, Library Staff

Elaine Lincoln, Library Staff

Daniel Tsarev

Unknown Host

Laura Varga, Borough Clerk

No further business. A motion was made by Lori Cintron and seconded by Rose Heck to adjourn.
Voted on and approved. Meeting adjourned at 8:08 pm.

Next meeting is September 15, 2020 at 7:30 pm

Respectfully submitted,
Pat Link, Secretary