

**Meeting of the Board of Trustee
Free Public Library of Hasbrouck Heights
September 15, 2020**

Present:

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

Kim Parise
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 7:33 pm.

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

Roll call was taken by Secretary Pat Link. A total of 9 board members were present along with Council Liaison Josephine Ciocia.

President Verrastro asked for a motion to go into closed session to discuss library business. Motion made by Pat Link and seconded by Mike Sickels. Approved. Library board went into closed session at 7:42 pm.

The meeting was reopened at 7:49 pm. Motion was made by John Baratta and seconded by Linda Mansfield.

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

Motion to pay the bill certification for the months of August and September was made by Mike Sickels and seconded by Pat Link. Voted on and approved unanimously.

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

- 7/19/2020 - 8/01/2020
- 8/02/2020 - 8/15/2020
- 8/16/2020 - 8/29/2020
- 8/30/2020 - 9/12/2020

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 August and September were provided.
- Director commended the entire library staff on their hard work during the summer months.

- Close to 1,600 people participated virtually in one form or another in the summer reading programs. Starting June through August, the library distributed 600 curbside grab & go craft kits, offered 33 online programs across various platforms via Facebook, YouTube, and Zoom.
- Feedback from residents saying thank you to the library for what was accomplished during these trying times was shared.
- Curbside service was further enhanced in mid-August by the added extended hours on Tuesday evenings from 5 pm – 7 pm.
- Wireless printing was made available with pick up of the documents at curbside.
- Library hours are now back to the Fall which means all full-time and part-time staff members will work Mondays, Wednesdays-Fridays between the hours of 9am-5pm except on Tuesdays when we have hours extended till 7pm for curbside pickup.
- A list of meetings and events the Director attended via Zoom for the past month was provided, including an in-person meeting at Woodland Park with members of the Hasbrouck Heights Contemporary Club. Members were shown books that were newly purchased with donations made from the club in memory of members who have passed away.

Update from Friends of the Library

Friends President Micky Maschio was absent. No report. Director Hui did announce that President Maschio will be speaking at an upcoming BCCLS Friends webinar on September 22. Anyone interested in attending is to let the director know and she will make the arrangements.

Committee Reports

Finance – Michael Sickels, Committee Chair

Reported the monthly stat sheets are in the packet. The Finance Committee approved the purchase of the contactless thermometer. Cost will be shared with the borough.

Building – Pat Link, Committee Chair

Reported the thermometer has been delivered and will be calibrated within the next couple of days in preparation for the opening of the library. Over the summer the reopening subcommittee met several times. Plexiglass has been installed and the computers have been spaced 6 feet apart. Will continue to monitor the situation as we get closer to opening day.

Personnel – Lizz Nuzzo, Committee Chair

Reported the committee met to discuss updating the employee manual as needed. The committee would like to thank Director Hui and her staff for working with each other, from a distance, to create a true virtual library for patrons and making curbside pickup the success it has become.

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

Fundraising – Rose Heck, Committee Chair / No report.

Old Business

New Chairs - (still pending) Director reported they are at the warehouse awaiting delivery as soon as the library is opened.

MeeScan Mobile Self-Checkout App/Kiosk waiting to be installed this week on Thursday, September 17.

Library Curbside Service - Director Hui applauded her staff for doing an excellent job over the summer in keeping everything running as smoothly as possible and announced curbside will continue moving forward with extended hours on Tuesday evenings.

New Business

2020 Summer Reading Reports for Children, Teens and Adults are included in the packet.

Replenish Funds for Online Subscription Service - Director made the recommendation to renew Hoopla and Kanopy services utilizing funds from the borough. Motion to approve the renewal made by Rose Heck and seconded by Lori Cintron. Voted on and approved unanimously.

September Student Fine Amnesty Period - Director Hui made the recommendation to the trustees to allow fines be suspended for the rest of September for students since school just started. September is Library Card Sign-up Month. Motion was made by Mike Sickels and seconded by John Baratta. Voted on and approved unanimously.

Library Reopening Guidelines (which were included in the packet) - President Verrastro asked for a motion to approve the guidelines. Motion by Lizz Nuzzo and seconded by Mike Sickels. Voted on and approved unanimously.

List of Dates for Upcoming Education Webinars for Trustees and Friends - see announcement in packet. Anyone interested in attending may speak with Director Hui after the meeting.

Public Portion - in attendance was Faith Ballantine-Armonaitis from TAPInto

No further business. A motion was made by Linda Mansfield and seconded by Lori Cintron to adjourn. Voted on and approved. Meeting adjourned at 8:20 pm.

Next meeting is Tuesday, October 20, 2020 at 7:30 pm

Respectfully submitted,
Pat Link, Secretary