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

Present:

Marlene Verrastro, President  
Pat Link, Secretary  
John Baratta  
Rose Heck  
Linda Mansfield  
Kim Parise, Mayor’s Alternate  
Michael Sickels  
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 7:33 pm.

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

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

President Verrastro announced a change in the order of the agenda to move to new business first and do the book dedications. Special invited guests present--Councilman Justin DiPisa accompanied by Rosemarie DiPisa and former Borough Administrator Michael Kronyak.

New Business

Director Mimi Hui presented on behalf of the Board of Trustees the following two children’s books in honor of Councilman Justin DiPisa’s 27 years of service to our community—

- Who You Were Made To Be by Joanna Gaines
- Wild Symphony by Dan Brown

The Board also purchased two children’s books in honor of the retirement of Borough Administrator Michael Kronyak for his 27 years of service to the community—

- When I Grow Up by Julie Chen
- The Big Umbrella by Amy June Bates

All four books have been plated in recognition of their service and dedication to our town. Congratulations!

Trustee Rose Heck spoke of her honor for hiring Michael Kronyak and for doing her part in talking to Justin DiPisa into becoming a councilman. She wished them both good luck in the future.

Mike Kronyak and Justin DiPisa thanked the board for this special honor.
Minutes of November 17, 2020 were approved as distributed. Motion was made by Michael Sickels and seconded by Linda Mansfield. Voted on and approved.

Motion to pay the bill certification for the month of December was made by Linda Mansfield and seconded by Michael Sickels. Voted on and approved unanimously.

Motion to approve payroll certification sheets as presented for the following pay periods was made by John Baratta and seconded by Michael Sickels.

- 11/08/2020 - 11/21/2020
- 11/22/2020 - 12/05/2020
Voted on and approved unanimously.

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

**Highlights**

- A statistical snapshot of circulation, cardholders & website activity for the month of November was provided.
- Library services continue on an appointment only basis. No major issues were reported with reopening. The public has been cooperative in following the guidelines.
- Staff members have stressed face mask wearing on various occasions when they encounter the public at curbside.
- 50 out of the 77 libraries in BCCLS continue to allow the public to walk into their facilities. 27 libraries have rolled back their services and are offering only doorside or curbside service.
- Our library is one of two libraries in the system that is by appointment. Carlstadt is the other.
- To encourage circulation, Youth Services Department is offering holiday book bundles and craft activity kits to kids if they borrow 5 or more holiday books. The Adult Department held a Welcome Back Raffle for residents that do visit the library in-person.
- Director Hui and Head of Youth Services are working with the school representatives to offer library cards to students so they can have access online resources during these uncertain times.
- NJLLF Anti-Sexual Harassment Training sessions are being held in the library. Director Hui is working with Borough Administrator Laurie Varga to coordinate this.
- 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:

- Letters were sent out to the members explaining the changes for the Merchant Program for 2021. No new dues will be collected and most of the merchants will continue in the program. A list of merchants is included with the letter.
- Announced that Asian Grill on Rt. 17 will be closing before Christmas and that it will be missed by our members.
- Members are being reminded to shop using AmazonSmile for the holidays since it would benefit the Friends.
- Attended several zoom meetings sponsored by BCCLS.
• The Friends continue to support the library through the purchase of gift cards, supplement the cost of speakers, and pay for prizes since the pandemic started.
• Wishing everyone a Merry Christmas and a Happy New Year.

Committee Reports

Building – Pat Link, Committee Chair
• Reported everything is status quo since her last report.

Finance – Michael Sickels, Committee Chair
• Statistical report is included in the packet for the past month.
• Made a motion to go into closed session to discuss the 2020 salary budget seconded by Pat Link at 8:15pm. Trustees discussed compensation for employees. A motion was made to return to open session by John Baratta and seconded by Linda Mansfield to go into open session at 8:30pm.
• Sickels made a motion to approve the resolution to fix the salary and compensation of certain officers and employees of the library of the borough of Hasbrouck Heights for year 2020. Seconded by John Baratta.
• A roll call vote of members was taken and resolution was approved unanimously.

Personnel – Lizz Nuzzo, Committee Chair was absent / Linda Mansfield gave the report.
• Evaluation forms for the director are in the packet and must be returned to the Chair no later than January 8, 2021.

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

Fundraising – Rose Heck, Committee Chair / No report.

Old Business

Chairs have been delivered. There was a problem with the wood color. Vendor has picked up one of the original purchased chairs and has reached out to the chair company to see if they can match the correct coloring of the wood. Every five years, the industry changes the wood stain coloring. This is the reason why there was a problem with the second batch of chairs we ordered.

2021 Library Holiday Calendar – The Library Board adopted the revised calendar. Motion was made by Rose Heck and seconded by Linda Mansfield. Voted on and approved unanimously.

Public Portion - in attendance were...
Councilman Christopher Hillmann
Kathi Kelly, Library Staff
Elaine Lincoln, Library Staff
Councilman Justin DiPisa and Rosemarie DiPisa
Faith Armonaitis, TAPInto
Michael Kronyak, former Borough Administrator of Hasbrouck Heights
No further business. A motion was made by Rose Heck and seconded by Linda Mansfield to adjourn. Voted on and approved. Meeting adjourned at 8:36 pm.

Next meeting is Tuesday, January 19, 2021 at 7:30 pm.

Respectfully submitted,
Pat Link, Secretary