

**Meeting of the Board of Trustee
Free Public Library of Hasbrouck Heights
October 20, 2020**

Present:

Marlene Verrastro, President
Pat Link, Secretary
Rose Heck
Linda Mansfield, Supt.'s Alternate
Lizz Nuzzo

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 7:32 pm.

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

Roll call was taken by Secretary Pat Link. A total of 6 board members were present along with Council Liaison Josephine Ciocia.

Minutes of the September 15, 2020 were approved as distributed. Motion was made by Linda Mansfield and seconded by Lizz Nuzzo. Voted on and approved.

Motion to pay the bill certification for the months of October was made by Lizz Nuzzo 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 Linda Mansfield.

- 9/13/2020 - 9/26/2020
- 9/27/2020 - 10/10/2020

Voted on and approved unanimously.

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

Highlights

- A statistical snapshot of website activity for the month of September were provided.
- Library reopens to the public by appointment on September 29. See photos for details.
- Ongoing virtual programs are being continued by Youth Services Department under direction of Maureen Herman who has done a dynamite job with craft-to-go grab bags being picked at curbside.
- The number of followers on Facebook, Instagram, and Twitter has tripled since March due to the hard work of the Social Media Team.
- Library received two generous donations toward the support of the Large Print Book Collection.
- Director Hui attended Eagle Scout Court of Honor Ceremony on behalf of library and made a presentation to Lukas Tegge of Boy Scout Troop 17.

- 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:

- Friends financially supported the funding of prizes and library virtual programs.
- Awarded \$100 Visa gift card to Lukas Tegge in honor of his hard work for earning the status of Eagle Scout.
- Letters will be sent out to members saying no dues will be collected for 2021 due to the current pandemic. Local business owners will be notified to see if they would be willing to participate once again in the Merchant Program.
- Micky recently spoke at a BCCLS webinar via Zoom about the various community outreach initiatives HH Friends are involved with.

Committee Reports

Finance – Michael Sickels, Committee Chair (absent) / No report

Building – Pat Link, Committee Chair

- Reported the building was again sprayed with the organic solution by DPW on October 5.
- Director Hui and Administrative Jeanine Dattolico met with the DPW Foreman to go over list of custodial responsibilities since library is now opened to the public.
- A recommendation was made to install a chain across the Rec Center stairwell on the Madison Avenue side of the building which goes down to the basement. It could be a hazard since patrons are asked to walk from the back parking lot and around to the Madison entrance.
- Additional lawn signs have been ordered to direct patrons to use the Madison entrance.
- A suggestion was made to look at the condition of the carpet as you enter the library since it seems to be faded and worn out.

Personnel – Lizz Nuzzo, Committee Chair / No report

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

Fundraising – Rose Heck, Committee Chair / No report.

Old Business

New Chairs have been delivered. Director recommended payment be withheld until the wood coloring of the chairs be corrected.

MeeScan Mobile Self-Checkout App/Kiosk was installed for public use. It's been working beautifully. Electrician was called in to handle the wiring and connection to the BCCLS server.

New Business

Hotspot Contract Renewal – After a discussion, a motion was made by Rose Heck and second by Lizz Nuzzo to renew the hotspot contract using borough funds. Voted on and approved unanimously.

2021 Library Holiday Calendar - A copy of the proposed dates was included in board packet. List was reviewed by the trustees and it will be voted on at the November meeting.

Continuing Education Opportunities for Trustees – BCCLS webinar regarding finances and fundraising will be held Thursday, October 29. Anyone interested in attending should contact Director Hui after the meeting.

Public Portion - in attendance were...

Councilman Christopher Hillmann
Faith Ballantine-Armonaitis from TAPInto
Bill & Noreen Postman
Joann Garifalos

Faith Ballantine-Armonaitis from TAPInto asked a question regarding where the public meeting dates for the library are published according to the sunshine law. Director Hui responded it appears on the library website, in the Record and the Herald Newspapers, a copy was forward to TAPInto, and posted in borough hall.

No further business. A motion was made by Rose Heck and seconded by Lizz Nuzzo to adjourn. Voted on and approved. Meeting adjourned at 8:15 pm.

Next meeting is Tuesday, November 17, 2020 at 7:30 pm

Respectfully submitted,
Pat Link, Secretary