

**Meeting of the Board of Trustee
Free Public Library of Hasbrouck Heights
November 17, 2020**

Present:

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

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 8 board members were present along with Council Liaison Josephine Ciocia and Friends President Micky Maschio.

Minutes of the October 13, 2020 were approved as distributed with 3 abstentions. Motion was made by Rose Heck and seconded by Lizz Nuzzo. Voted on and approved.

Motion to pay the bill certification for the months of November was made by Mike Sickels and seconded by Lori Cintron. 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 John Baratta.

- 10/11/2020 - 10/24/2020
- 10/25/2020 - 11/07/2020

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 October was provided.
- Library is working closely with Acting Borough Administrator, Laurie Varga, to implement Governor's Executive Order 192 that went into effect on Thursday, 11/5. Employers need to conduct daily health checks of employees—such as temperature screenings and self-assessment checklists.
- Various library initiatives for the whole family are underway - Movie & Popcorn Night, Second Virtual Scavenger Hunt, Community Time Capsule, and Job Search Resources.
- The library's microfilm vendor, Archival Micrographics, Inc., has notified us that they are closing their doors. They had worked on digitizing the Observer. Monies are needed to complete this project. Director Hui made a recommendation to form a committee made up of members from all the local organizations to work on this project. After some discussion a

motion was made by Rose Heck and seconded by Lori Cintron to form a committee and move forward with the project. Voted on and approved unanimously.

- 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:

- She attended the two BCCLS sponsored virtual meetings on being a Library Trustee and spoke at another webinar on Friends groups. Found the information at these meetings very informative.
- The Friends group will be contacting the merchants and asking them to continue for the 2021 New Year. No new dues will be collected for now.
- Micky also wanted to thank former Library Trustee Lisa Traina for her continued work and support of our library and the Friends Group at the BCCLS level.

Committee Reports

Building – Pat Link, Committee Chair

- Reported the leak in the Children's Room Office by the window was back due to all the days of heavy rain lately. The mold has returned due to the dampness. DPW has been notified of both problems.
- Rose Heck asked about the worn carpeting at the entrance of the library. President Verrastro replied it was being looked into.
- Special thanks to Councilwoman Ciocia for addressing the concerns brought up at last month's meeting regarding the stairway down to the Rec Center on the Madison Avenue side of the building.

Finance – Michael Sickels, Committee Chair / No report. See monthly stats report in the packet.

Personnel – Lizz Nuzzo, Committee Chair / No report

Strategic Plan – Lori Cintron, Committee Chair

- Reported planning a meeting with committee to finish up the details and plans to present the report at the next meeting.

Fundraising – Rose Heck, Committee Chair / No report.

Old Business

New Chairs have been delivered. There was a problem with the wood color of the chairs. Vendor representative is coming to the library to check out the problem and make the necessary changes.

2021 Library Holiday Calendar – Director Hui asked the trustees to look over the list of tentative dates. BCCLS needs to set the calendar in order for materials to be due in January. After some discussion, a motion was made by Rose Heck and seconded by Lori

Cintron to approve the tentative list of dates for now and make any necessary changes in the near future when the borough has set their calendar. Voted on and approved unanimously.

New Business

Letters to Santa by the American Legion Auxiliary Unit 106 - Director Hui received a request from the American Legion wanting to place a small mailbox in the library for letters to Santa from the public. After some discussion, the mailbox will be placed outside the foyer on the Central Avenue side of the building by the Senior Center where curbside pickup service takes place. The mailbox would be brought into the building each night. Motion to approve was made by Mike Sickels and seconded by John Baratta. Voted on and approved unanimously.

Public Portion - in attendance were...

Councilman Christopher Hillmann
Dorothy & Patrick McCarthy

Before adjourning, President Verrastro wished everyone a happy and safe Thanksgiving.

No further business. A motion was made by John Baratta and seconded by Michael Sickels to adjourn. Voted on and approved. Meeting adjourned at 8:27 pm.

Next meeting is Tuesday, December 15, 2020 at 7:30 pm

Respectfully submitted,
Pat Link, Secretary