Meeting of the Board of Trustees  
Free Public Library of Hasbrouck Heights  
Minutes  
March 16, 2021

Present:

Marlene Verrastro, President  
Pat Link, Secretary  
Robert Bing, Treasurer  
John Baratta  
Linda Mansfield, Supt Alternate  
Lizz Nuzzo  
Kim Parise, Mayor’s Alternate  
Jeanine Sickles  
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.

Roll call was taken by Secretary Pat Link. Meeting was held via zoom due to COVID-19 health crisis. A total of 8 board members were present along with Friends Rep Micky Maschio, Council Liaison Josephine Ciocia.

Minutes of the February 16, 2021 were approved as distributed. Motion made by John Baratta and seconded by Robert Bing. Voted and approved unanimously.

Motion to pay the bill certification for the month of March was made by Lizz Nuzzo and seconded Robert Bing. Voted on and approved unanimously.

Motion to approve salary certification sheets as presented for the following pay period made by: Lizz Nuzzo and seconded by Linda Mansfield.

> Pay Period 2/14/2021 - 2/27/2021
> Pay Period 2/28/2021 - 3/13/2021
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, and website activity for the month of February was provided.
- Library saw an increase in-house browsing appointments of 182 people since we reopened our doors.
- Due to snowy weather and staffing needs the library transitioned its curbside service on Central Ave. to doorside service on Madison Avenue.
- Two important decisions came from the Governor’s Office:
  - By April 2021, majority of library workers are likely to be classified under Reg. 1C in New Jersey’s vaccine rollout.
Starting March 19, the indoor capacity limit for libraries may increase to 50%, not including employees. Indoor portions may reopen while following appropriate migration policies.

- The Reopening Committee will meet shortly to discuss expanding hours and services.
- Building challenges included an electrical malfunction of the fire alarm system and the having no heat in certain areas of the library.
- The director was in contact with Baker & Taylor. Due to the pandemic, there have been delays in delivery of materials by three week intervals. They are working to resolve this matter.
- Expediting Records into the Catalog - BCCLS has entered into an agreement with OCLC World Cat Cataloging Partner Records Service.
- Library Programs –
  ✓ Youth Services Virtual Winter Reading Challenge was a success!
  ✓ Adult Book Club members met and read "Giver of Stars" by Jojo Moyes. It was about women who were pack horse librarians in the 1930's. A very interesting report.
  ✓ Upcycle Program – Guest Speaker was Ray Vorisek from Heights Flower Shoppe. He gave a demonstration on zoom showing ideas for what can be done with household used items to get your springtime gardens in shape.
- Director Hui has agreed to Co-Chair the BCCLS Friends Committee with Jenifer May, Director of the Secaucus Library for 2021. Hasbrouck Heights Friends has always been a model for other libraries to aspire to.
- President Verrastro read several letters from patrons/residents thanking the Director, her staff and the trustees for the great programs that have been done and the hard work it took to accomplish it during the pandemic. Congratulations to all!
- A list of upcoming events was shared.
- See list of meetings and events attended by the director over the past month in the packet.

Update from Friends of the Library

Friends President Micky Maschio reported the following:
- Scholarship applications will be available starting April 16, 2021. Hasbrouck Heights students that are Seniors are eligible to apply.
- The Friends are working with the director and staff to fund programs for this year.
- The next meeting is Saturday, March 20 at 1:30pm on zoom.
- Plans for future fundraising will be discussed.

Committee Reports

Building – Pat Link, Committee Chair
Reported the committee is working with the director and the staff on updating the list of repairs for the library in 2021. There were several active leaks that are being closely monitored -- one in the Trustee room and another in the fiction section of the library. DPW has been notified and repairs will be made as we move forward.

Finance – Robert Bing, Committee Chair
Reported the committee met with the Personnel Committee to discuss resources and the budget. He reported the municipality reported to the State the loss of revenue in 2020 but funds lost from the library was not included because we did not qualify.
Personnel – Lizz Nuzzo, Committee Chair
Reported Director Hui held interviews for the part-time Library Assistant position. The Personnel Committee recommends the hire of Ms. Rose Ellen Lorber-Termoat to fill this position at $12.50/hr. for no more than 25 hours per week. Motion made by Lizz Nuzzo and seconded by John Baratta. Voted on and approved unanimously.

Strategic Plan – Lori Cintron, Committee Chair (Absent)
Report was given by committee member Jeanine Sickels. Drafting the community survey has been completed. It was suggested that the trustees go on the library website and take the survey to help direct the library as we move into the future.

Fundraising – Jeanine Sickels, Committee
Reported the committee met informally to brainstorm on ideas for fundraising. She will meet with the Director and President to go over the ideas and suggestions.

Old Business

Status of the Chairs – Director Hui reported color samples for the chairs have arrived from the factory. Library has been in touch with the vendor to finalize color.

Continuing Education Report - BCCLS Trustee Roundtable Meeting via Zcom - Pat Link participated. Reported our library has inspired others in offering craft-to-go bags. Attendees exchanged ideas as to what libraries are doing for residents and patrons while the pandemic is still going on. There will be another roundtable meet up in approximately six weeks. It was informative and one learned a lot. Anyone interested is encouraged to sign up.

New Business

2020 State Aid Report - a copy of this report was enclosed in the board packet. If anyone has any questions, please speak with the Director Hui.

Library Foundations – John Baratta reported that he has spent the last few months doing research on this topic and concluded that Hasbrouck Heights Library is not best suited to have a foundation. It takes a lot of time and money to set one up. The current Friends group does a fabulous job with fundraising for our needs along with the Fundraising Committee.

Public Portion - in attendance were:
Kathy Kelly, Staff member
Faith Armonaitis, TAPinto

No further business. A motion was made by John Baratta and seconded by Robert Bing to adjourn. Voted on and approved. Meeting adjourned at 8:29 pm.

Next meeting is Tuesday, April 20, 2021 at 7:30 pm.

Respectfully Submitted
Pat Link, Secretary