Meeting of the Board of Trustees
Free Public Library of Hasbrouck Heights
Minutes
April 20, 2021

Present:
Marlene Verrastro, President
Pat Link, Secretary
Robert Bing, Treasurer
John Baratta
Lori Cintron
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 7:31 pm.

Roll call was taken by Secretary Pat Link. Meeting was held via zoom due to COVID-19 health crisis. A total of 9 board members were present along with Friends Rep Micky Maschio, Council Liaison Josephine Ciocia.

Minutes of March 16, 2021 were approved as distributed except for one abstention. Motion made by Linda Mansfield and seconded by Robert Bing. Voted and approved unanimously.

Motion to pay the bill certification for the month of April was made by Robert Bing and seconded by Lizz Nuzzo. 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 Lori Cintron.

> Pay Period 3/14/2021 - 3/27/2021
> Pay Period 3/28/2021 - 4/10/2021

Voted on and approved unanimously.

President Verrastro announced a change in the order of the agenda. She asked for the book dedications to be done next in memory of former Board President Peter Gallo and former Commander of the HH American Legion, Michael Cahill. Family and friends were present via zoom.

Director Mimi Hui presented on behalf of the Board of Trustees the following two books in memory of Peter J. Gallo, Jr's 10 years of service to the library. He held a number of roles Library Board President, Secretary, and one of the founders of the Hasbrouck Heights Friends of the Library.

❖ Our Country's Presidents by Ann Bausum
❖ Complete Book of US Presidents by Bill Yenne

The Board also purchased two books in memory of the Michael Cahill for his 23 years of service as the Commander of the American Legion and a Champion of the Library —
- Ghost Flames by Charles Hanley
- Modern Warriors by Pete Hagseth

All four books have been plated in memory of their service and dedication to our town. Gone but not forgotten.

**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 March was provided.
- Patron count for March was 181 and staff has seen an increase in appointments.
- The Library Reopening Committee recently met to discuss expanding library hours by opening up on Saturdays starting April 10. We will be offering door-side service, in-person browsing, and computer use between the hours of 10 am-2 pm. The staff will be wiping down and cleaning the computers after each session.
- Special thanks to HH Green Team for Earth Day tale home project. 100 kits were given out to show the importance of going green for the future.
- Spotlight on Library Programs –
  - Adult Services Librarian held a HH Trivia Contest via zoom. Special thanks to Heights Pizzeria and Heights Flower Shoppe for donating gift cards as prizes.
  - This month’s Little Artists Grab-&-Go Bags were a big hit. Patrons were given the opportunity to make paper tulips.
- Adult Services Librarian Laura Rio was selected to attend Super Library Supervisor Training Program sponsored by LibraryLinkNJ for the Spring.
- See list of meetings and events attended by the director over the past month in the packet as well as upcoming events at the library.

**Update from Friends of the Library**

Friends President Micky Maschio reported the following:
- The Friends will award (2) $100 gift cards to this year’s Eagle Scout recipients on Sunday, April 25.
- The Friends are working with the director and staff to fund programs for this year.
- The date of the next Friends meeting is Thursday, May 20th via zoom.

**Committee Reports**

**Building** – Pat Link, Committee Chair
Reported the committee is working with the director on the active leaks which are being monitored. Since more rain is expected on Wednesday, April 21, DPW plans on sending someone to check out where the rain is coming in.

**Finance** – Robert Bing, Committee Chair
Reported the 2020 Bergen County Grant was received by the BCCLS Office. Each Bergen library will receive a check in the amount of $2,419.35. The HH Library Board earmarked this money to be deposited into the Technology Fund to pay for subscriptions to Hoopla, Kanopy, and OverDrive (eBooks/eAudiobooks). Motion by Robert Bing and seconded by John Baratta. Voted on and approved unanimously.
BCCLS had applied for a PPE loan in 2020 and it was converted to a grant. The BCCLS Executive Board voted at the February 2021 to distribute the funds to each member library in the amount of $2,605.19. Check was deposited into the Trustee Account.

**Personnel** – Lizz Nuzzo, Committee Chair
Reported since our last meeting, Director Hui held interviews to hire a per diem and has recommended Ms. Akiema Buchanan at $12/hr on a need-to-basis. Motion made by Lizz Nuzzo and seconded by Linda Mansfield. Voted on and approved unanimously.

**Strategic Plan** – Lori Cintron, Committee Chair (Absent)
Reported committee will be reviewing the feedback of the surveys that went out into the community and will incorporate what information is shared.

**Fundraising** – Jeanine Sickels, Committee
Reported the committee has met with the Director and Board President. It was suggested that a raffle drawing be considered. Committee members have tried to purchase video gaming systems as prizes but it has been difficult in obtaining them due to the high demand.

**Old Business**
Status of the Chairs – Director Hui reported chair color has been picked and we are waiting for vendor to notify us as to when chairs will be delivered.

**New Business**

Staff Development Day – Director Hui asked the board for permission to close the Library all day on Wednesday, June 16 to train the staff in preparation for summer reading activities and the review of library protocols. Motion to approve was made by Lori Cintron and seconded by Lizz Nuzzo. Voted on and approved unanimously.

CE Opportunity for Trustees, Friends and Others – Unleashing the Power of Advocacy with Jamie LaRue Webinar will take place on April 22nd and May 6th. If anyone is interested in attending, let the director know and she will handle the registration.

Elaine Reininger Donation – A resident of Wood-Ridge has offered the library the opportunity to receive several of her personal items that she will set outline in her will. Over the years she has done a number of displays at our library and truly enjoys the warmth our library. After much discussion, a motion was made to accept her offer by Robert Bing and seconded by Lori Cintron. Voted on and approved unanimously. The director will contact her and discuss the arrangements.

Public Portion - in attendance were:
Kathy Kelly, Staff member/IT
Faith Armonaitis, TAPinto
The Gallo Family – Marie, Peter (son) and daughter
The McCarthy Family – Patrick, Dorothy, and Aimee

No further business. A motion was made by Robert Bing and seconded by John Baratta to adjourn. Voted on and approved. Meeting adjourned at 8:27 pm.
Next meeting is Tuesday, May 18, 2021 at 7:30 pm.

Respectfully Submitted
Pat Link, Secretary