Meeting of the Board of Trustees  
Free Public Library of Hasbrouck Heights  
Minutes  
May 18, 2021

Present:

Marlene Verrastro, President  
Pat Link, Secretary  
Robert Bing, Treasurer  
John Baratta  
Lori Cintron  
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 8 board members were present along with Friends Rep Micky Maschio and Council Liaison Josephine Ciocia.

Minutes of April 20, 2021 were approved as distributed with one correction. Motion made by John Baratta and seconded by Lizz Nuzzo. Voted and approved unanimously.

Motion to pay the bill certification for the month of May 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 Robert Bing.

> Pay Period 4/11/2021 - 4/24/2021
> Pay Period 4/25/2021 - 5/08/2021
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 April was provided.
- Patron count for April was 240 and staff has seen an increase in appointments.
- Saturday hours were warmly received by the public. Patrons can now make appointments to come in and browse the collection, use the computers, and print or scan between the hours of 10 am-2 pm.
- Spotlight on Library Programs --During National Library Week, April 4 – 10, the library held "Guess the Number of Jelly Beans in a Jar" Contest. Winner received a $10 gift card to Ralph's Ice Cream Shop.
- Director Hui attended the Eagle Scout Court of Honor Ceremony on April 25th for Jack Gaige and Joseph Toscano from Troop 17 of the Boy Scouts. Each of them received a
$100.00 gift card on behalf of the Friends of the Library and 2 books dedicated in their honor which will be added to the collection.

- Director Hui was recently honored by the NJ State Library, LibraryLinkNJ, and NJLA for her dedication and contribution to the library community during the pandemic. She is donating the Zoom call lighting and Chromakey Collapsible Backdrop with a stand that was awarded to her to the Hasbrouck Heights Library to enhance ongoing programs moving forward.
- 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:

- A scholarship winner has been selected and the recipient will receive a $500.00 check.
- The next meeting of the Friends will take place on Thursday, May 20 at 7pm via Zoom. Email notifications and phone calls have been shared with the members. Tentative plans have been discussed for a Book/Jewelry Sale this coming Sept. 18 & 19 to take place outside in the back parking lot. A letter will be forward to the Mayor & Council asking for permission. More details to follow.
- Membership drive for 2021 will start in September. Note the dues for this year remained the same.

Committee Reports

Building — Pat Link, Committee Chair
Reported the committee is working with the Director on the active leaks. DPW has been notified to fix them.

Finance — Robert Bing, Committee Chair
Reported the budget was presented to the Mayor & Council at their last meeting.

Personnel — Lizz Nuzzo, Committee Chair
No report.

Strategic Plan — Lori Cintron, Committee Chair
Reported the committee is reviewing the 312 responses received and will work on a summary report for the next meeting.

Fundraising — Jeanine Sickels, Committee
Reported committee is looking into getting a PlayStation 5 Gaming System. Members have been shopping around and looking at prices and deals. A suggestion was made about doing a possible raffle. Committee will look into the details. Will need the help of the Friends of the Library and gaming license. Donations are always welcomed.

Old Business

Status of the Chairs — Director Hui reported the new and corrected colored wooden chairs have arrived and are stored in the Study Room waiting to be placed throughout the library when ready.
Report of "Unleashing the Power of Advocacy" Webinar - Lori Cintron and Director Hui attended either one or both sessions and found the information to be insightful. The importance of sharing and telling stories about libraries made it personable and conveyed a message that people could identify with. The links to the recorded programs were shared with the trustees. It was encouraged that everyone take the time to watch them.

New Business

Coban Computer Solutions Annual Bill – Motion was made by Robert Bing and seconded by Pat Link to use the Endowment Fund monies to pay for the 2021 bill. Voted on and approved unanimously.

Library Website Design Proposal – President Verrastro tabled the discussion on this matter until the next meeting.

BCCLS MOST Proposal – Report was included in board packet. BCCLS libraries will be voting on this proposal at the next System Council Meeting. What this proposal is recommending is the use of a rubric to determine three levels of BCCLS services – mandated, optional, and billable. No cost analysis was provided. BCCLS staff may be used to support special interest projects that are billable. This proposal diminishes the cooperative’s mission of resource sharing. Hasbrouck Heights Library will lose its voice as a member when services are proposed and the rubric builds in instability and unpredictability to the cost of services offered by BCCLS. eMaterials will be limited. After much review and thought, the director’s recommendation to the board is to oppose this proposal as presented.

Continuing Education Opportunity for Trustees – Please let the director know if you are interested in attending any of the following events:

- NJLA Conference will be held online on Thursday & Friday, June 3 & 4 (all day).
- BCCLS Trustee Roundtable will take place via Zoom on June 10 @ 7 pm

2021 Financial Disclosure Statements—Reminder that the deadline is June 30. If anyone needs assistance or has any questions, contact Borough Administrator Laurie Varga.

Public Portion - in attendance:
Elaine Lincoln, Library Staff Member
Laura Rios, Library Staff Member
Faith Armonaitis, TAPinto

No further business. A motion was made by John Baratta and seconded by Lori Cintron to adjourn. Voted on and approved. Meeting adjourned at 8:33 pm.

Next meeting is Tuesday, June 15, 2021 at 7:30 pm.

Respectfully submitted,
Pat Link, Secretary