Meeting of the Board of Trustees  
Free Public Library of Hasbrouck Heights  
Minutes  
June 15, 2021

Present:

Marlene Verrastro, President  Kim Parise, Mayor's Alternate  
Pat Link, Secretary  Jeanine Sickles  
Robert Bing, Treasurer  Josephine Ciocla, Council Liaison  
John Baratta  Mimi Hui, Director  
Linda Mansfield, Supt. Alternate  Micky Maschio, Friends Rep  
Lizz Nuzzo

The meeting having been advertised in compliance with the sunshine law was convened by President Marlene Verrastro at 7:35 pm.

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

Minutes of May 18, 2021 were approved as distributed. Motion made by Lizz Nuzzo and seconded by John Baratta. Voted and approved unanimously.

Motion to pay the bill certification for the month of June was made by Robert Bing and seconded by Linda Mansfield. 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 5/09/2021 - 5/22/2021
> Pay Period 5/23/2021 - 6/05/2021

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 May was provided.
- Director Hui made a presentation before the Mayor & Council on Tuesday, June 8 to discuss the reopening plans and expansion of hours for the library.
- BCCLS MOST Proposal was brought before the System Council for a vote. It was defeated. 39-No / 34-Yes / 3-Abstention
- Laura Rios and Akiema Buchanan completed Super Library Supervisor training program sponsored by LibraryLink.
- The 2021 NJLA Conference was conducted online and selected staff members were given the opportunity to attend.
• OverDrive to acquire Kanopy. This is one of the online subscription services our library offers to our residents.
• 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:

• Permission was granted by the Mayor and Council to hold a Book/Jewelry Sale in the back parking lot on September 18 and 19.
• Volunteers are needed to help sort books. It was suggested to recruit students from the schools who needed to earn volunteer hours.

Committee Reports

Building – Pat Link, Committee Chair
Reported the committee is working with the Director on the active leaks that occurred since the last big rain storm. Staff marked the ceiling tiles with bright orange tape. A project subcommittee will be working on getting the overstuffed chairs in the newspaper area of the library re-upholstered. The cost will be covered by the money that was received from the insurance company after the sprinkler heads blew in the Trustee Room.

Finance – Robert Bing, Committee Chair
Reported meeting with personnel to discuss upcoming financial issues. See stats in packet from this past month.

Personnel – Lizz Nuzzo, Committee Chair
A letter of resignation was received from employee Maria Maloupis on her upcoming retirement as of September 1, 2021. Motion to accept with deep regrets made by Lizz Nuzzo and seconded by Pat Link. Voted on and approved unanimously.

Members of the Personnel Committee will be meeting shortly to work in collaboration with the Director to start the hiring process for a new Youth Services Coordinator.

Strategic Plan – Lori Cintron, Committee Chair was absent.
Director Hui reported 312 responses were received from the survey that went out to the residents. A copy of the summary report was enclosed in the board packet.

Fundraising – Jeanine Sickels, Committee Chair
Reported committee members are looking into purchasing a PlayStation 5 Gaming System to do a raffle. The hunt is on to locate one.

Reopening – Marlene Verrastro, Subcommittee Chair
Reported committee met several times to review and discuss expanding services during the summer months when the library is closed on weekends and in preparation for the reopening of Borough Hall. The decision was made to move to the next phased of reopening the library to the public.
Effective July 1st, summer hours go into effect. Hours of operation are as follows -- Monday & Friday 10 am-5 pm / Tuesday, Wednesday, Thursday 10 am-8 pm / Closed on Saturdays in July & August until Labor Day.

According to state mandates, masks will now be optional for vaccinated individuals. Those who are not vaccinated are required to wear a mask. Any minor 13 years old and under, must be accompanied by a parent or guardian who will be responsible for their supervision. Safety measures and basic operations were also discussed in detailed.

Old Business

Library Website Proposal – A summary sheet was included in the board packet that outlined the services of three vendors. The Finance Committee discussed the monies earmarked in the budget for this project. After some discussion of each vendor, it was decided that Renaissance Web Solutions would be the best vendor to go with. Motion to approve by Robert Bing and seconded by John Baratta. Voted on and approved unanimously.

2021 Financial Disclosure Forms - President Verrastro reminded trustees to go online and fill out the forms before June 30th. There will be a penalty if this form is not completed by the deadline.

New Business

2021 Virtual Summer Reading Programs - The summer reading programs are set to begin on Monday, June 21. There is something for everyone - kids, teens, and adults. Flyers have been included in the board packet for the trustees’ review.

Payment of Bills for the months of July and August – A motion was made by John Baratta and seconded by Bobby Bing for President Verrastro to pay the bills over the summer months. Voted on and approved unanimously.

Public Portion – no one was in attendance

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

Next meeting is Monday, September 20, 2021 at 7:30 pm.

Respectfully submitted,
Pat Link, Secretary