

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

Present:

Marlene Verrastro, President
Pat Link, Secretary
Robert Bing, Treasurer
Linda Mansfield, Supt. Alternate
Lizz Nuzzo

Kim Parise, Mayor's Alternate
Jeanine 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 7:31 pm.

Roll call was taken by Secretary Pat Link. Meeting was held via zoom due to COVID-19 health crisis. A total of 7 board members were present along with Friends Rep Micky Maschio and Council Liaison Josephine Ciocia.

Minutes of September 20, 2021 were approved as distributed. Motion made by Lizz Nuzzo and seconded by Linda Mansfield. Voted and approved unanimously with two abstentions.

Motion to pay the bill certification for the month of October 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 Linda Mansfield.

- > Pay Period 9/12/2021 - 9/25/2021
- > Pay Period 9/26/2021 - 10/9/2021

Voted on and approved unanimously.

Director's Report: Report submitted to the board is attached to the minutes.

Update from Friends of the Library

Friends President Micky Maschio reported the following:

- The Friends sponsored a trophy for the Veteran's Antique Car Show.
- The committee is working on the 2022 Merchants Program list. Robert Bing said he could get a list of new businesses in town from the HH Chamber of Commerce.

Committee Reports

Building – Pat Link, Committee Chair

Reported the staff has been hearing scratching sounds coming from above the drop ceiling tiles of the library on several occasions. Custodians checked it out and set traps to try to catch a squirrel

that was spotted hanging above the movie screen in the large conference room. A hole was found on the side of the building when the tree trimming company came to cut back the branches from the building. This might be the entry point where the squirrel was coming in. DPW also contacted the roofing company to patch up any holes they found on the roof. DPW also responded to the library's request to replace the burnt out light bulbs above the main stairwell leading up to the library. This was difficult to accomplish due to the unscalable height and limited access to the lighting fixtures. Job was partially completed.

Finance – Robert Bing, Committee Chair

Reported he was in communication with Borough CFO David Sireci to discuss the budget. Marlene asked that she be notified to sit in on the meeting. See stats for the year in the board packet.

Personnel – Lizz Nuzzo, Committee Chair

Reported the Personnel Committee met to discuss projections for next year's budget.

Strategic Plan – Lori Cintron, Committee Chair was absent.

Lizz Nuzzo reported the committee met and are in the process of completing the review of the staff surveys and will incorporate their feedback into the plan along with the public's input.

Fundraising – Jeanine Sickels, Committee Chair

Reported 192 tickets were sold in total for the Play Station 5 gaming system. The winner was Lauren Richards. The total profit amount generated for the endowment fund was \$3,266.89. Jeanine Sickels thanked everyone for their support.

Reopening – Marlene Verrastro, Subcommittee Chair

Reported the committee are going over the policies to be sure they are all up-to-date based upon the guidelines from the CDC.

Old Business

Library Logo -- Committee met and reviewed three types of designs—from other libraries, HH Library current designs, and creations by Web Designer John Aluotto. Colors were discussed as well as the font style to be determined. Committee agreed to keep the logo simple as possible and ensure it is versatile on any surface. The logo should include elements of a book that symbolizes what the library means to the community. A full committee report was enclosed in the board packet. More details will be forthcoming.

New Business

2022 Library Holiday Calendar - More information needed from the borough before voting. No action until the November meeting.

Renewal of Hotspot Contract - A discussion was held and a motion was made to use monies from the endowment fund to renew the hotspot service for the coming year. Motion made by Linda Mansfield and seconded by Lizz Nuzzo. Voted on and approved unanimously.

Continuing Education Opportunities for Trustees - The BCCLS Trustee Committee is sponsoring a roundtable on the topic of Community Outreach on Tuesday, November 9 at 7 pm. If anyone is interested in attending, let the director know and she will register you for the session.

Public Portion – None

In attendance was Faith Armonaitis from TAPInto.

No further business. A motion was made by Robert Bing and seconded by Linda Mansfield to adjourn. Voted on and approved. Meeting adjourned at 8:20 pm.

Next meeting is Tuesday, November 16, 2021 at 7:30 pm.

Respectfully submitted,
Pat Link, Secretary