Meeting of the Board of Trustees
Free Public Library of Hasbrouck Heights
Minutes
January 18, 2022

Present:

Marlene Verrastro, President
Pat Link, Secretary
John Baratta
Cindy Capozzi, Supt’s Alternate
Lori Cintron
Lizz Nuzzo

Kim Parise
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 7:32 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 Representative Micky
Maschio and Council Liaison Josephine Ciocia.

Oath of Office was administered by President Marlene Verrastro to the Trustees.

President Verrastro welcomed new board member Cindy Capozzi, the Superintendent’s
Alternate, to the board and thanked Linda Mansfield for her 8 years of service.

Minutes of December 21, 2021 were read and approved with one correction. Motion was made
by John Baratta and seconded by Lori Cintron. Voted on and approved with two abstentions.

Motion to pay the bill certification for the month of January was made by John Baratta and
seconded by Lori Cintron. Voted on and approved unanimously.

Motion to approve payroll certification sheets as presented for the following pay periods was
made by Lizz Nuzzo and seconded by John Baratta.
  ➢ Pay Period 12/19/2021 - 12/31/2021
  ➢ Pay Period 1/02/2022 - 1/07/2022
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:

- Membership drive is going strong and half of the members have already renewed.
- 22 businesses have signed on for the Merchant Program for 2022.
- The annual re-organization meeting was held on Saturday, January 8, 2022 via Zoom.
  President Maschio thanked the following trustees—Pat Link, Marlene Verrastro, and Lizz
  Nuzzo for attending the Friends online meeting.
• Upcoming project being planned. Another wreath making event hopefully for the Fall of 2022. More details at the next Friend’s meeting in March.  
• Micky also announced that at-home-COVID tests are available and that you can go online for more information.

Committee Reports

Finance – John Baratta, Committee Member / No Report.

Building – Pat Link, Committee Chair
Reported the library doors are being upgraded to an automatic touchless door system. When a hand is waved in front of the designated panel, the door will open. Ceiling leaks are being monitored during the winter weather months. Committee Chair also suggests the Mayor and Council monitor the air quality and check on the air vents in the library that they are cleaned on a regular basis along with the entire building due to COVID and other viruses that come along this time of year.

Personnel – Lizz Nuzzo, Committee Chair
Lizz Nuzzo reported the Board will go into closed session after the public portion to conduct the director’s annual evaluation.

Strategic Plan – Lori Cintron, Committee Chair
Reported a final draft of the strategic plan was included in the board packet. She highlighted some of the key points and asked all members to read it over and get back to her or Director Hue with any questions before the next meeting.

Fundraising – Jeanine Sickels, Committee Chair / No Report.

Reopening – Marlene Verrastro / No Report

Old Business

None.

New Business

• Reorganization of Officers for 2022 - Secretary Pat Link asked for nominations from the floor for the following positions:

  For President. Motion to nominate Marlene Verrastro made by John Baratta and seconded by Lori Cintron. Voted on and approved unanimously.

  For Secretary. Motion to nominate Pat Link made by Lizz Nuzzo and seconded by Lori Cintron. Voted on and approved unanimously.

  For Treasurer. Motion to nominate Lori Cintron made by John Baratta and seconded by Cindy Capozzi. Voted on and approved unanimously.

  President Verrastro thanked former trustee members for their years of service
• **Committee Appointments for 2022**

President Marlene Verrastro appointed the following individuals to serve:

Building Chair – Pat Link  
Committee member is Cindy Capozzi.

Finance Chair – Lori Cintron  
Committee member is John Baratta

Personnel Chair – Lizz Nuzzo  
Committee members are Pat Link

Ad Hoc Strategic Plan Chair – Lori Cintron  
Committee member are Lizz Nuzzo & Jeanine Sickels

Ad Hoc Fundraising Chair – Jeanine Sickels  
Committee members is Kim Parise

Ad Hoc Reopening Chair – Marlene Verrastro  
Committee members are Lizz Nuzzo & Pat Link

Gift Committee – All Trustees  
Endowment Account Liaison – Marlene Verrastro

Motion to approve committee’s slate made by Pat Link and seconded by Lori Cintron. Voted on and approved unanimously.

• **2022 Board Meeting Dates** – Motion was made by Lori Cintron and seconded by Lizz Nuzzo. Unanimously approved meeting dates with the following change – November’s proposed meeting date was moved to Wednesday, November 16th. Voted on and approved.

• **Designate Official Newspapers** - Herald News / Record / TAPInto.  
Motion made by John Baratta and seconded by Lizz Nuzzo. Voted on and approved unanimously.

• **BCCLS Certification Agreement** – Copies of the BCCLS By-Laws & Policies and Procedures were provided to each Trustee. Motion made by Pat Link and seconded by Lori Cintron. Voted on and approved unanimously to accept the terms of BCCLS membership.

• **Authorize Library Board President to make payment of bills in event no meeting or quorum** – Motion made by John Baratta and seconded by Cindy Capozzi. Voted on and approved unanimously.

• **Upcoming Trustee Training** – How to Run Meetings More Efficiently. Parliamentary procedure training webinar on Jan. 31st & Feb. 14th. If anyone is interested in attending, let Director Hui know and she will take care of the registration. Library board needs a minimum of 7 hours of continuing education training a year.

• **Year in Review Report** -- was presented by Director Hui via zoom as she shared her screen highlighting the accomplishments of the Library this past year.
Public Portion -- in attendance were:
Maureen Herman, Library Staff
Faith Armonaitis, TAPInto

Closed Session – Lizz Nuzzo made a motion to go into closed session to discuss the evaluation of the director. Seconded by Cindy Capozzi. Voted on and approved at 8:52 pm.

Lizz Nuzzo, Chair of Personnel, conducted the review and discussed the feedback of the board. Goals were set for the coming year for the library director to achieve. A motion to return to open session was made by Marlene Verrastro and seconded by Pat Link. Voted on at 9:02 pm and approved.

No further business. A motion was made by Lori Cintron and seconded by John Baratta to adjourn. Voted on and approved. Meeting adjourned at 9:06 pm.

Next meeting is Tuesday, February 15, 2022 at 7:30 pm.

Respectfully submitted,
Pat Link, Secretary