Meeting of the Board of Trustees
Free Public Library of Hasbrouck Heights
Minutes
April 19, 2022

Present:

Marlene Verrastro, President
Pat Link, Secretary
Lori Cintron, Treasurer
John Baratta
Cindy Capozzi, Supt's Alternate

Lizz Nuzzo
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. A total of 6 board members were present along with Friends Representative Micky Maschio via Zoom and Council Liaison Josephine Ciocia.

Minutes of March 15, 2022 were read and approved. Motion was made by Lori Cintron and seconded by Lizz Nuzzo. Voted on and approved.

Motion to pay the bill certification for the month of April was made by Lizz Nuzzo and seconded by John Baratta. 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 Pat Link.
  ➢ Pay Period 3/06/2022 - 3/19/2022
  ➢ Pay Period 3/20/2022 - 4/02/2022
  ➢ Pay Period 4/03/2022 - 4/16/2022
Voted on and approved.

**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:

- Next Friends general meeting is May 3 at 7 pm in the library's large meeting room.
- President Maschio thanked director Hui for attending the latest Eagle Scout ceremony and presenting the gift certificate on behalf of the Friends.
- Books and costume jewelry donations may be dropped off at the library during the last week of each month for the next Book/Jewelry Sale being planned for the fall.
- Wreath Making Committee has been meeting and making wreaths and having a fun time doing it. The raffling off of wreaths event is being planned for early October.
- Scholarship applications are available at the HH high school and the winner will be chosen in mid-May.
Committee Reports

Building – Pat Link, Committee Chair
No report this month.

Finance – Lori Cintron, Committee Chair
Reported the committee met with the borough finance committee to discuss the 2022 proposed budget. Library was informed that it will be flat funded for the current year. Discussion of the budget in relation to personnel will take place during closed session at the end of the meeting.

Personnel – Lizz Nuzzo, Committee Chair
Reported committee met with the finance committee. Lizz Nuzzo made the following motions:
• Accept resignation of per diem Akiema Buchanan with deep regrets.
• Congratulate & recognize our Youth Services Librarian-in-Training for obtaining her MLS degree and librarian certification to practice in New Jersey. As previously discussed by Finance & Personnel Committees, board promotes her to the title of Youth Services Librarian and adjust her salary with retroactive pay starting from January 1, 2022.
• Amend salary for Part-Time Library Tech Assistant to make $15/hr.
Motion was seconded by John Baratta. Voted on and approved.

Strategic Plan – Lori Cintron, Committee Chair
Reported will meet with Director Hui to discuss and plan a presentation for the residents to announce our new strategic plan.

Fundraising – Jeanine Sickels, Committee Chair was absent.
A draft copy of the appeal letter was in the packet. Trustees were asked for their feedback. President Verrastro and Director Hui thanked the committee members for their hard work. Further review of the letter was needed. Trustees were asked to email their suggestions and any corrections to the committee chair for incorporation. Additional details will be forthcoming at the next meeting.

Reopening – Marlene Verrastro, Committee Chair
Reported the board will need to re-evaluate the unattended children policy and re-opening guidelines and its impact on personnel.

Old Business

Update: Celebrating National Library Week (April 4-9) Fine Free Week was a success! A number of patrons did return their overdue materials.

New Business

Revise Unattended Children Policy – to be discussed in closed session.

Revised Hotspot Policy – The following revisions were made to the current policy:
• Hotspot Internet service is provided by T-Mobile.
• Under “Lost or Damaged Hotspot Section” -- The library reserves the right to limit and/or ban borrowers who repeatedly damage, lose or incorrectly return Hotspots.
Motion to approve by John Baratta and seconded by Cindy Cappozi. Voted on and approved.
2022 Social Media Statistics Analysis Quarterly Report—A copy was enclosed in the trustee packet. It was created by Adult Services Librarian Laura Rios. She collated the patron feedback from all social media accounts into one document for the trustees to review.

Upcoming Trustee Training—Upcoming New Jersey Library Association (NJLA) Conference will take place in Atlantic City on June 1-3, 2022. Any trustee interested in attending may speak with Director Hui to handle the registration on your behalf. Deadline to register for early bird discount is May 16th.

2022 Financial Disclosure Statements—A reminder to all trustees that the last day to fill out financial disclosures is April 30th. Please speak with Director Hui if you need assistance.

Public Portion in attendance via zoom were:

Faith Armonaitis-TAPInto
Micky Maschio-Friends of the Library President

Closed Session

A motion to go into closed session was made by Lori Cintron (at 8:20 pm) and seconded by Lizz Nuzzo to discuss the revisions made to the proposed 2022 budget that need to be forward to the Mayor & Council. Ms. Cintron and Director Hui went over the changes and answered questions.

The policy for unattended children and reopening guidelines were discussed in relation to the impact on the current staff.

Motion to return to opening session was made by Lori Cintron and seconded by Cindy Cappozzi. Voted on and approved (at 9:18 pm).

Return to Open Session

The revised 2022 proposed budget will be submitted to the Mayor & Council. Motion by Lori Cintron and seconded by John Baratta. Voted and approved.

A motion to adopt the following changes to the Unattended Children Policy effective immediately was made by Lori Cintron and seconded by Lizz Nuzzo:

- Children under the age of nine years must be accompanied by an adult or responsible caregiver (age 13 or over) at all times while in the library.
- Two staff members will remain with the child until the situation is resolved.

Voted on and approved.

A motion to adopt the revised Reopening Guidelines-Phase 5 was made by Lizz Nuzzo and seconded by John Baratta on adopting the unattended age of children allowed in the library. Vote on 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 9:24 pm.

Next meeting is Tuesday, May 17, 2022 at 7:30 pm.

Respectfully submitted,
Pat Link, Secretary