Meeting of the Board of Trustees
Free Public Library of Hasbrouck Heights
Minutes
May 17, 2022

Present:

Marlene Verrastro, President
Pat Link, Secretary
John Baratta
Lizz Nuzzo
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 7:39 pm.

Roll call was taken by Secretary Pat Link. A total of 5 board members were present along with Friends Representative Micky Maschio and Council Liaison Josephine Ciocia.

Minutes of April 19, 2022 were read and approved. Motion was made by John Baratta and seconded by Pat Link. Voted on and approved.

Motion to pay the bill certification for the month of May was made by John Baratta and seconded by Lizz Nuzzo. 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 4/17/2022 - 4/30/2022
- Pay Period 5/01/2022 - 5/14/2022

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:

- Membership continues to grow. To date, there are 80 members.
- Two scholarships will be awarded this year to high school seniors who volunteered their time at the library and to the community. Award ceremony will take place on June 2 at HHHS in the Kiefer Auditorium at 6:30 pm.
- Museum passes to the Aviation Hall of Fame were purchased by the Friends.
- Friends sponsored a second library concert recently by Nash East Country Band. Great attendance and the seniors had a blast line dancing in back of the room.
- Friends are now on Instagram and Facebook. Special thanks to Adult Services Librarian Laura Rios, Jackie Nuzzo, and Erica Golle for their assistance.
- Next Friends meeting is scheduled for August 9 to prepare for the Book & Jewelry Sale to take place on Sept. 17 & 18.
- Wreath Raffle will take place on Friday, Sept. 30.
Committee Reports

**Building** – Pat Link, Committee
Reported after the recent heavy rain storm, there was a major leak in the ceiling in the Trustee Meeting room. DPW was notified. Roofing company will submit quotes to fix the problem. The committee also did a walk through the library recently and updated the list of items to be completed or fixed. Committee will continue to work with the Director on a regular basis.

**Finance** – Lori Cintron, Committee Chair was absent.
Committee member John Baratta gave the report. He went over the changes in the proposed budget with the trustees. See copy in the packet. Director Hui reported that the Mayor & Council adopted the 2022 budget at their May 10th meeting. Mr. Sireci sent confirmation.

**Personnel** – Lizz Nuzzo, Committee Chair
Reported committee met with Director and several resumes have been received and interviews will soon be taking place.

**Strategic Plan** – Lori Cintron, Committee Chair was absent.
Library Director reported the committee would be scheduling a public meeting in the near future to go over the new plan.

**Fundraising** – Jeanine Sickels, Committee Chair
Reported on the draft appeal letter. Had questions as to how to move forward. After some discussion, it was decided to hold off on this project and consider having it in January 2023. Ms. Sickels suggested we hold a fundraiser dinner at a local restaurant, Gus’ Last Word in Wood-Ridge. By showing the flyer, this event will be earmarked for the endowment fund to receive 15% of the profits raised that night. The date would be Thursday, June 9 from 4-11 pm. Details will be shared shortly.

**Reopening** – Marlene Verrastro, Committee Chair
Director Hui reported the committee is monitoring the COVID numbers closely on a daily basis following the guidelines set forth by the CDC.

**Old Business** – None

**New Business**

Diversity Book Presentation by the HH Education Association (HHEA) – A check in the amount of $500 was presented to the library by HEA President Mike Warren and HS English Teacher Patrick McShane in support of building up the public library’s diversity material collection. Mr. McShane asked the library to collaborate on a community grant he had received. There was a short timeframe to get this project completed. Youth Services Librarian Maureen Herman assisted with the selection and purchased of the titles for grades Kindergarten through 12th grade. 46 new diverse books were presented to the library. Board President Verrastro and Director Hui thanked HHEA for including the library as a partner for the grant. A bookmark template was created with all the titles purchased and broken down by reading levels for future publication to be shared with the students.
**Adopt New Signature Requirements for POs** – Director Hui recommended to the trustees to adopt the new guidelines set by the Borough last year. A motion was made by John Baratta and seconded by Lizz Nuzzo. Voted on and approved.

**Review Purchasing Procedures**

The Borough now has a Qualified Purchasing Agent (QPA) on staff so the quote and bid thresholds are now back to the current maximums as permitted by state statute. The levels are now as follows:

- Up to $6,600 – no quotes are required
- Between $6,601 and $43,999 – 3 quotes are required
- $44,000 and up – formal bidding must be completed

A motion was made by John Baratta and seconded by Pat Link to adopt the practice of the borough. Voted on and approved.

**Review Museum Pass Policy** – Revisions were made to the current policy. A motion was made by Lizz Nuzzo and seconded by Pat Link to adopt the changes. Voted on and approved.

**Summer Bash** – After not having this event for the past 2 years due to the pandemic, Director Hui and the staff would like to plan one this year to be held on Friday, August 5th. The theme would follow the summer reading program.

Due to safety and health guidelines, some changes will be needed as part of the planning process. No indoor food preps; instead have food trucks in the parking lot and work in conjunction with the Chamber of Commerce. The library staff would plan programs for 4 to 6 performers to come upstairs. We would still keep the suggested donation of $5.00/child and $10/adult. This can be discussed at a later date. If the weather is bad, the library would ask permission to use the Senior Center as a backup.

After some discussion, a motion was made by Pat Link and seconded by Jeanine Sickles to have Director Hui investigate the ideas and report back to the board as soon as possible. Voted on and approved unanimously.

**Upcoming Trustee Training** – Upcoming New Jersey Library Association (NJLA) Conference will take place in Atlantic City on June 1-3, 2022. Director Hui will be going to be a presenter and a few of the staff members if the schedule permits.

On Monday, June 6, BCCLS Trustee Committee will host the following program—“The Value of DCCLS to Your Library.” If anyone is interested in attending, let Director Hui know and she will take care of the registration.

**Public Portion** in attendance were:

- Maureen Herman, Library Staff
- Mike Warren, President HHEA
- Patrick McShane, HS English Teacher and member of association
No further business. A motion was made by John Baratta and seconded by Jeanine Sickels to adjourn. Voted on and approved. Meeting adjourned at 9:35 pm.

Next meeting is Tuesday, June 21, 2022 at 7:30 pm.

Respectfully submitted,
Pat Link, Secretary