Meeting of the Board of Trustees
Free Public Library of Hasbrouck Heights
Minutes
June 21, 2022

Present:

Marlene Verrastro, President
Pat Link, Secretary
Cindy Capozzi, Supt. Alternate
Lori Cintron, Treasurer
John Baratta
Russell Lipari, Mayor’s Alternate

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 7:33 pm. Former Councilman Russell Lipari was introduced and welcomed as the Mayor’s Alternate for the Library.

Roll call was taken by Secretary Pat Link. A total of 9 board members were present along with Friends Representative Micky Maschio and Council Liaison Josephine Ciocia.

Minutes of May 17, 2022 were read and approved. Motion was made by Lizz Nuzzo and Jeanine Sickels. Voted on and approved.

Motion to pay the bill certification for the month of June 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 5/15/2022 - 5/28/2022
- Pay Period 5/29/2022 - 6/11/2022
Voted on and approved.

Correspondence
President Verrastro read three thank you notes received from--

- Former Library Trustee Linda Mansfield—for the dedicated book in her honor.
- Patty Link—for the dedicated books by the library board in memory of her brother.
- Ryan Hopson—for honoring him for obtaining the rank of Eagle Scout.

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:

- Thank you was sent to the Mayor and Council for granting permission to use back parking lot for upcoming Library Book & Jewelry Sale in September. The dates include the setup on Fri, 9/16 and the actual sale takes place on Sat., 9/17 & Sun., 9/18.
• Councilwoman Josephine Ciocia, President Verrastro, and I attended a dedication ceremony and photo-op of the ten recent young men added to the Eagle Scout plaque which is hung on the wall on the first floor of the Municipal Bldg.

• Wreath making group is continuing to create beautiful wreaths for the upcoming fundraising event slated for Friday, Sept. 30th in the library. More details to come.

• Next Friend’s meeting is August 9 at 1 pm in the large meeting room to discuss plans for the Book & Jewelry Sale in September. Volunteers are needed to help sort books etc. Please contact Vice President Lisa Traina or Micky if interested.

• Laura Rios, Adult Services Librarian is planning a live performance by a string quartet for Saturday, October 1 from 1-2 pm in the Library. Please mark your calendars.

• The Friends maybe planning a craft show in November. Several crafters would be taking part. Note this event is still in the planning stage.

Committee Reports

Building – Pat Link, Committee
Reported the committee will meet to discuss the report and changes to the library layout that were recommended by the police department. This dealt with what to do and how to deal with an active shooter situation in the library. The committee will meet with director. More details will be forthcoming at a later date.

Finance – Lori Cintron, Committee Chair was absent.
Reported committee heard borough will be receiving 2% increase. Library Director has been instructed to prepare a resolution for the trustees to approve for eligible employees; however there has been a delay for it to be presented at borough level. It might not get passed until the July meeting.

Phone system in borough being replaced. Plans were to transfer all departments over by the end of June except the library because we were not included in the original plan. The library director will keep working with the Borough CFO as the August 2nd date approaches when potholes.

Borough auditors will be visiting after July 4th. The board is still waiting for auditors’ response still pending about a capital account for library. It was suggested if monies are returned that it be put aside for capital improvement since the library has no funds to pay for costly projects for replacing carpet or furniture.

Personnel – Lizz Nuzzo, Committee Chair
Reported committee met and to discuss the resignation letter from Reference Librarian Elaine Lincoln who has taken a new full time job in another library. Motion to accept with regrets was made by Lizz Nuzzo and seconded by Lori Cintron. Voted on and approved. Ms. Lincoln did say she could work on Saturdays and help out with the Bash if needed.
Chair Nuzzo reported the director held interviews for P/T Library Tech position. Bill Galbo was the best qualified candidate for the position. A motion to accept the hire of Mr. Galbo at the pay rate of $15/hr and work up to 25 hours/week. Motion was made by Lizz Nuzzo and seconded by Lori Cintron. Mr. Galbo did stop by to greet and thank the board for the opportunity.

It was discussed when the Personnel Committee met to recommend the creation of the following positions -- (1) P/T library assistant at the pay rate of $14/hour for a maximum of 15 hours a week and (1) P/T library intern position at the pay rate of $14/hour for a maximum of 15 hours a week. Lori Cintron made the motion to establish positions and it was seconded by Cindy Capozzi. Voted on and approved. Advertisement for the position along with interviews will take place over the summer.

**Strategic Plan** – Lori Cintron, Committee Chair – No report.

**Fundraising** – Jeanine Sickels, Committee Chair
Reported Gus' Last Word fundraiser on June 9 earned a check in the amount of $151.42 as the profit for the endowment fund.

Annual appeal letter to be revisited in January 2023.

QR Code was setup to allow online donations via Cheddar Up. This will be tested out on the bash registration to determine how successful it will be. Plans are to post it on the website.

Committee met with Councilman Tom Meli for explanation on history of fundraising title over the past 22 years. It was never a formulized committee but an ad hoc committee to work with the Friends to raise money for the library. The Friends offer the opportunity to donors tax deductions for their contributions since they are 501(c)3. After much discussion, a motion was made by Jeanine Sickels to change the name of the ad hoc committee from Fundraising Committee to Events Committee. This was seconded by Kim Parise. Voted on and approved.

**Reopening** – Marlene Verrastro, Committee Chair – No report.

**Old Business**

**Summer Bash** - See flyer for details in board packet. Food trucks will be in the large parking lot. Director Hui is working with HH Chamber of Commerce who will help with booking vendors and partner in covering the cost for the food license fee for the event.
A decision was made to charge $25 registration fee for food trucks to participate. Library director will make the final decision as to apply fee as bash details are underway. Motion was made by Russell Lipari and seconded by John Baratta. Voted on and approved. Library director will continue making plans and work with the Chamber on this event.

**New Business**

**Book Dedication in memory of former Borough Attorney Ralph W. Chandless, Jr.** – The following three books have been plated and dedicated from the Library Board of Trustees:
- 1001 Inventions that Changed the World
- Robots: What Everyone Needs to Know by Phil Husbands
- Robot Magic: Beginner Robotics for the Maker and Magician by Mario Marchese
2022 Summer Reading Programs for Children / Teens / Adults – This year's theme is Oceans of Possibilities. Kickoff date is Monday, June 27th. Youth Services Librarian Maureen Herman created a video to show all students and parents the exciting things that will be happening this summer! See flyers in the packet for more details.

Pay Bills during Summer Months (July and August) – A motion was made by Lori Cintron and seconded by Lizz Nuzzo for the library board president to pay the bills over the summer. Voted on and approved.

Upcoming Trustee Training – See flyer of Trustee Institute Training with date and information in packet. Anyone interested should contact director Hui and she will register you on your behalf. Reminder that the Board needs 7 hours annually for state aid credit.

Public Portion – None

No further business a motion was made by Russell Lipari and seconded by John Baratta to adjourn. Voted on and approved. Meeting adjourned: 9:09 pm.

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

Respectfully submitted,
Pat Link, Secretary