

**Meeting of the Board of Trustees
Free Public Library of Hasbrouck Heights
Minutes
December 20, 2022**

Present:

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

Russell Lipari, Mayor's Alternate
Lizz Nuzzo
Kim Parise
Josephine Ciocia, Council Liaison
Mimi Hui, Director

The meeting having been advertised in compliance with the sunshine law was convened by President Marlene Verrastro at 7:34 pm.

Roll call was taken by Secretary Pat Link. A total of 6 members were present along with Council Liaison Josephine Ciocia.

Minutes of November 16, 2022 were read and approved. Motion was made by Lizz Nuzzo and seconded by Pat Link. Voted on and approved unanimously.

Motion to pay the bill certification for the month of December was made by Pat Link 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 Russell Lipari and seconded by Kim Parise.

- Pay Period 11/13/2022 – 11/26/2022
- Pay Period 11/27/2022 – 12/10/2022

Voted on and approved.

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

Special book dedication. In recognition of her service to the community and to the library and in celebration of her retirement, Councilwoman Josephine Ciocia was presented with the following children's book that was plated in her honor on behalf of the Library Board of Trustees and Library Staff – A Good Place written by Lucy Cousins, author of the Maisy book series.

Update from Friends of the Library

Micky Maschio was absent but did forward her report. Director Hui read the following:

- Membership Drive for 2023 is in full swing. Forms are available to join or renew. See director for copies of brochure.
- 23 Merchants have signed on for next year. List of them is included in the packet.
- Friends VP Lisa Traina gave her a report that the 4 day Pop Up Book/Jewelry Sale made a profit of \$1,000.00. Special thanks to all the volunteers for supporting and helping out with this event.
- The recent concert with Anthony Duke Claus held in the Senior Center was a big success! More concerts are being planned for 2023.
- Friends Reorganization Meeting will be held on Saturday, January 7, 2023 in the large meeting room at 10 am and it will include a light breakfast.
- She and the officers of the Friends wish everyone the happiest of holidays this season.

Committee Reports

Building – Pat Link, Committee Chair

Reported that the leak by the window in the Children's Office is still being monitored by staff and the DPW. Cindy Capozzi did speak with Police Department to make plans to meet with the Director to discuss having safety drills in the New Year.

Finance – Lori Cintron, Committee Chair

Reported copies of monthly statistical report were in board packet. Committee will be meeting shortly to work on the 2023 library budget.

Personnel – Lizz Nuzzo, Committee Chair

Reported the Director's Evaluation form is in the packet and trustees should fill them out and return them to her by January 7th either by mail or email.

Strategic Plan – Lori Cintron, Committee Chair

Reported a copy of the 2022-2027 Strategic Plan Schedule Calendar is in the packet. If anyone has any questions, you are welcome to speak with her or the director.

Events – (formerly Fundraising Committee) Jeanine Sickels, Committee Chair was absent.

Committee member Kim Parise reported a draft copy of the annual appeal letter is in the packet for the trustees to review. If there are any corrections or suggestions, let the committee know before the January 2023 meeting.

Reopening Committee – Marlene Verrastro, Committee Chair – No Report.

Old Business

Update Phone System – Board President Verrastro reported she and Director Hui met with Monmouth Telecom representative Keith Fallon during the week of Thanksgiving. After touring the library and the telephone room, he will forward quotes for a new phone system to be installed.

Library Policies for Review - Trustees instructed Director Hui to have the Borough Attorney do a final review and report back to the board at the next meeting. Director reported we are still awaiting a response from the attorney. The policies discussed are on Displays, Meeting Rooms, and Volunteers.

New Business

Laptop for Imken Heritage Room – A proposal to replace and purchase a new laptop for the local history room was included in the board packet for review. After some discussion a motion was made by Lori Cintron and seconded by Cindy Capozzi to proceed ahead and to have the funds come from the borough sundries account. Voted on and approved unanimously.

Upcoming Training Opportunities for Trustees – Director Hui announced that the trustees have reached the minimum number of hours required for this year. A total of 8 hours were completed

Pat Link reported attending the “First Amendment Audit: What Libraries Need to Know” Program

held at Rochelle Park Library on Thursday, December 8 with Director Hui and Administrative Assistant Dattolico. It was a worthwhile meeting. Some key points for libraries to keep in mind when facing a challenge such as this are:

- Have a code of conduct policy in place that outlines what behaviors are allowed in the library especially when it comes to video recording.
- Make sure staff is trained on how to handle an audit when it happens. Know who to contact to address the situation.
- Have an attorney for the library ready to address any legal action that arises.

Public Portion – None

No further business. President Verrastro wished everyone a Merry Christmas and a Happy New Year!

A motion was made by Lori Cinton to adjourn. Seconded by Lizz Nuzzo. Voted on and approved. Meeting adjourned at 8:29 pm.

Next meeting is Tuesday, January 17, 2023 at 7:30 pm

Respectfully submitted,
Pat Link, Secretary