Meeting of the Board of Trustees
Free Public Library of Hasbrouck Heights
Minutes
March 21, 2023

Present:
Marlene Verrastro, President
Pat Link, Secretary
John Baratta
Cindy Capozzi
Lizz Nuzzo
Kim Parise

Ginny Santano
Jeanine Sickels
Mimi Hui, Director
Micky Maschio, Friends Rep
Tom Meli, Council Liaison

The meeting having been advertised in compliance with the sunshine law was convened by President Marlene Verrastro at 7:35 pm.

Roll call was taken by Secretary Pat Link. A total of 8 members were present along with Friends Representative Micky Maschio and Council Liaison Tom Meli.

Minutes of the February 21, 2023 meeting were read & approved with three abstentions.
Motion was made by Lizz Nuzzo & seconded by Ginny Santano.

Motion to pay the bill certification for the month of March was made by John Baratta and seconded by Cindy Capozzi. Voted on and approved.

Motion to approve salary certification sheets as presented for the following periods was made by Lizz Nuzzo and seconded by Kim Parise:
- Pay Period 2/19/2023 – 3/04/2023
- Pay Period 3/05/2023 – 3/18/2023
Voted on and approved.

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

As part of her report, Director Hui dedicated the following book in memory of Bernard (Bernie) Libster, a longtime resident, advocate of the library, worked in the publishing field, Reiki master, a writer and a legendary storyteller--Novelist as a Vocation by Haruki Murakami. His wife, Marion Calabro, a renowned writer was present to see her husband honored. She thanked the board for remembering her amazing husband.

Update from Friends of the Library

Friends President Micky Maschio reported the following:
- The next General Friends Membership meeting will take place on Wednesday, March 29 at 1 pm in the large meeting room.
- The Annual Appeals letter for donations will be going out very soon to the Friends membership.
Friends are now involved with TD Bank's Affinity Program. If interested please speak to Micky for more details.

The Friends are also working in collaboration with HH Chamber of Commerce to bring back the Taste of Hasbrouck Heights in the Spring of 2024.

Committee Reports

Building – Pat Link, Committee Chair
Reported that the committee members met with DPW Supt. Lenny Masucci, the DPW Foreman Rob Riordin, and Borough Admin. Rob Brady in regard to the cleaning and maintenance of the library. Meeting was productive and it established an understanding. Preferred method of communication for work orders is via email to DPW Supt and carbon copy the DPW Foreman. DPW did address the list of things needing attention. Will work with Director to get things accomplished.

Finance – Lori Cintron, Committee Chair was absent.
John Baratta reported the 2023 proposed library budget has been sent to the Mayor & Council and the library is waiting for a response. Statistical sheets for the past month are in your packet.

Personnel – Lizz Nuzzo, Committee Chair
Reported the committee would be meeting on Monday, March 27 to discuss staffing issues in the library.

Strategic Plan – Lori Cintron, Committee Chair was absent.
No report

Events Committee – Jeanine Sickels, Committee Chair
Reported committee had a meeting prior to the board meeting. President Verrastro and the Library Director worked on sending out the letters to local businesses. Clubs and organizations will be worked on next.

Old Business

Update on Phone System – Installation of the new system will start on Wednesday, March 22. It will take several days for the work to be completed. Director Hui will update the board at the next meeting.

Library Policies for Review - President Verrastro asked for volunteers to form an Ad Hoc Committee to review all the library policies. The following trustees volunteered—Lizz Nuzzo, Cindy Capozzi, and Kim Parise agreed to serve. The current policies will be looked at Display, Meeting Room, and Volunteer. Library Code of Conduct will also need to be examined.

New Business

Patrick Lambe, a member of Boy Scout Troop 17, came before the Library Board to speak about his Eagle Scout Project. He would like to raise money to purchase Spanish language books for
various age groups to assist in furthering the growth of the library’s Spanish collection of materials. A copy of his letter was included in the board packet for the consideration of the trustees. After his presentation, a motion was made by John Baratta and seconded by Cindy Capozzi to move ahead with the project. It was voted on and approved unanimously.

Fine Free during National Library Week - April 24 - 29, 2023. It was discussed and voted on. Motion was made by Cindy Capozzi and seconded by Kim Parise. Voted on and approved.

2022 Library State Aid Application was due March 15. Copies of the report were included in the board packet for trustees.

Upcoming Trustee Training - See flyers in the packet. These programs count toward the required minimum hours needed for the board. They are informative and the topics discussed are applicable for all board members. If you are interested in attending, please speak to Director Hui after the meeting and she will sign you up.

Public Portion - None

No further business. A motion was made by John Baratta and seconded by Cindy Capozzi to adjourn. Voted on and approved. The meeting was adjourned at 8:35 pm.

The next meeting is Tuesday, April 18, 2023 at 7:30 pm.

Respectfully submitted,

Pat Link, Secretary