Meeting of the Board of Trustees
Free Public Library of Hasbrouck Heights
Minutes
April 18, 2023

Present:
Marlene Verrastro, President
Lori Cintron, Treasurer
Pat Link
Cindy Capozzi, Supt. Alternate
Lizz Nuzzo, Acting Secretary

Kim Parise
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 7:41 pm.

Roll call was taken by Lizz Nuzzo. A total of 5 members were present along with Friends Representative, Micky Maschio and Council Liaison, Tom Meli.

Minutes of the March 21, 2023 were read & approved. Motion was made by Kim Parise and seconded by Lizz Nuzzo.

Motion to pay the bill certification for the month of April was made by Lizz Nuzzo and seconded by Kim Parise. Voted on and approved.

Motion to approve payroll certification sheets as presented for the following pay periods was made by Lizz Nuzzo and seconded by Kim Parise:
- Pay Period 3/19/2023-4/1/2023
- Pay Period 4/2/2023-4/15/2023

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:
- The Friends have approved 2 wish list item noted on the Director's List for purchase—an OWL 360 camera system to enhance zoom meetings and a cart to transport our audio system. Both are worthwhile for our Library.
- Pleased to see the grant for smart lockers has been written and applied.
- You will find in your packet a listing of some of the Friend's future involvement for 2023. Of course, not all programs and participation have been listed. This is just a general outline from May to Dec. to give you a heads up of what's to come.
- Anxious to hear of any plans for the 2024 "A Taste of Hasbrouck Heights" that may have been determined. Also, anxious to hear how the appeal letter campaign has been received so far.
- Next general meeting is Tuesday, June 6th at 7 pm in the large meeting room.
- Memberships are always welcome and our Merchant Program is certainly a plus.
- Dates to remember—
  May 6, Carol King Tribute Concert in the Senior Center; May 17, Library BCCLS Friends meeting; June 6, 7 pm – Friends General mtg; August 4 – "The Big Bash";
  September 15,16,17, Book & Jewelry Sale; September 23, 1-2pm, Senior Center – Classic Rock Rewind Concert; October 16, Fiesta, 11am, BCCLS Friends Brunch; December 2,
Holiday Tea; December 14 – Storytime with Santa; December 13-16 Book & Jewelry PopUp Holiday Sale

Committee Reports

Building – Pat Link, Committee Chair
Parts of the large meeting room were painted and spot rug cleaning in that room was recently done. The committee will meet with members of the police department for a walk through and discussion on a safety drill for emergencies in the library on April 24th. More details will be given at the next meeting.

Finance – Lori Cintron, Committee Chair
A motion to adopt the 2023 proposed budget of $791,137 and also to deposit the Bergen County Library Grant from County Commissioners of $2,822.58 to the Special Technology Account was made by Lori Cintron and seconded by Pat Link. A vote was taken and it passed unanimously.

Personnel – Lizz Nuzzo, Committee Chair
A motion was made by Lizz Nuzzo to go into private session which was seconded by Pat Link. After a discussion, the Board voted to continue the meeting. Lizz Nuzzo made a motion to hire 2 part time people for the Adult Services Coordinator role, each to work 25 hours/week at $23/hour, to replace the current Adult Services Coordinator, Robin Lasky, who is retiring in May. This was seconded by Pat Link. A vote was taken and it passed unanimously.

Strategic Plan – Lori Cintron, Committee Chair
No report

Events Committee – Jeanine Sickels, Committee Chair
In Jeanine’s absence, Kim Parise reported that the letter was distributed and that date $2,475 has been received. The committee will be meeting to begin writing thank you letters.

Old Business

Update on Phone System – It took two weeks for the installation to be completed by Monmouth Telecom technicians. DPW was contacted to assist with moving the staff desks away from the walls in order to have access to the phone ports that were located against the walls. The storage closets now also have cordless phones installed in them for emergency use. Staff training on the phones will be the next phase to be implemented. Library director will connect with the borough administrator to see if this can be a joint venture.

Library Policies for Review – President Verrastro will call a meeting of the Policy Committee to go over the recommendations made by the borough attorney. More details will be forthcoming at the next meeting.

New Business

Staff Development Day – Friday, June 16th. A motion was made to close the Library on this day by Pat Link and seconded by Cindy Capozzi. A vote was taken and it passed unanimously.
Library Grant Applications – Director Hui reported that 2 grants had been applied for, the AARP Community Challenge Grant in the amount of $50,000 and the Level Up Your Library Grant in the amount of $5,000. Notifications will be sent to the Library between the end of April and Mid-May.

Upcoming Trustee Training – The information is in the Board packets.


Public Portion

No Public Portion

No further business. A motion was made by Marlene Verrastro and seconded by Kim Parise to adjourn. Voted on and approved. The meeting was adjourned at 9:01pm.

The next meeting is May 16, 2023 at 7:30 pm.

Respectfully submitted,

Lizz Nuzzo, Acting Secretary