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

Present:
Marlene Verrastro, President  
Pat Link, Secretary  
John Baratta  
Cindy Capozzi, Supt. Alternate  
Lizz Nuzzo  
Ginny Santano, Mayor’s Alt  
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 7:31 pm.

Roll call was taken by Pat Link. A total of 7 members were present along with Friends Representative, Micky Maschio and Council Liaison, Tom Meli.

Minutes of the June 20, 2023 were read & approved as distributed. Motion was made by Lizz Nuzzo and seconded by Jeanine Sickels. Voted on and approved.

Motion to pay the bill certification sheets for the month of July, August, September, and October was made by Lizz Nuzzo and seconded by Ginny Santano. Voted on and approved.

Motion to approve payroll certification sheets as presented for the following pay periods was made by John Baratta and seconded by Lizz Nuzzo:

> Pay Period 6/11/2023 - 6/24/2023  
> Pay Period 6/25/2023 - 7/08/2023  
> Pay Period 7/09/2023 - 7/22/2023  
> Pay Period 7/23/2023 - 8/05/2023  
> Pay Period 8/06/2023 - 8/19/2023  
> Pay Period 8/20/2023 - 9/02/2023  
> Pay Period 9/03/2023 - 9/16/2023  
> Pay Period 9/17/2023 - 9/30/2023  
> Pay Period 10/01/2023 - 10/14/2023

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 Carnival themed bash was a huge success! Weather was great and many people purchased tickets at the door that night. Special thanks to HH Chamber of Commerce, Trustee members, Volunteers, Library Staff, the Police Dept, Fire Dept. and DPW members for all their assistance in helping making this event a success!
- Friends are starting to work on their next newsletter for future distribution.
• The next Friends event is a classical music concert and tea in the library on Sunday afternoon, October 29, 2023 at 1pm. Check library website for details.
• September's Book & Jewelry Sale was successful and many thanks especially to Friends VP Lisa Traina and Director Mimi Hui for all their hours of hard work and labor along with student volunteers which was down compared to previous years. Saturday clean-up was only the two of them. Thanks to the Library staff, trustee volunteers as well as the Friends volunteers. It was very much appreciated.
• Thanks to the HH DPW for all their assistance at this event.
• Upcoming event for Friends is the planning of another Pop-Up Book & Jewelry Sale in the Library in mid-December. Look on website for details.

Committee Reports

Building – Pat Link, Committee Chair
Reported two new leaks in the Library. One in particular that is constant is in the Trustee Meeting Room. It is being monitored by the Director and DPW.

Finance – Lori Cintron, Committee Chair was absent.
Committee member, John Baratta, made a motion to go into closed session. It was seconded by Ginny Santano. Voted on and approved at 8:05 pm. A review of the staff salaries was held. Board members discussed their concerns and were satisfied. A motion was made to go back into open session by John Baratta and seconded by Cindy Capozzi. Voted on and approved at 8:50 pm. The salary resolution dated October 18, 2023 was read aloud and approved on fixing the salaries of the staff. Copy of resolution is attached.

Personnel – Lizz Nuzzo, Committee Chair
Reported the committee is working on budget and salaries with the Finance Committee. See Finance report for more details.

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

Events Committee – Jeanine Sickels, Committee Chair
Reported the total amount received to date from the Appeal Campaign is $4,150.00. There are other campaigns going on around town that we would be competing with. It was recommended that we postpone the startup of the appeal until the New Year.

Old Business

Library Policy for Review Policy Committee will be meeting shortly to finalize the policies they are reviewing and report back at next meeting.

Library Grant Application Update – Director Hui reported working on two applications with the borough grant writer. One of them is for smart lockers.

Library Bash 2023 – Another successful annual event. It was the 15th Bash held. Special thanks to staff members -- Maureen Herman, Youth Services Librarian and Laura Rios, Adult Services Librarian for all their hard work. See copy of financial report in board packet for more details.
New Business

2023 Summer Reading Programs. Another successful summer. Copies of the reports from department heads have been included in the packet for trustees to read.

Local History Room: CAPES Assessment Report. A copy was enclosed in board packet. Board members have been asked to review it and it will be discussed at the next meeting. This report will help to set goals for the strategic plan.

2024 Library Holiday Calendar. See copy in packet. It will be voted on once borough has set their calendar for next year.

Upcoming Trustee Training Opportunities. See flyer in the packet. These programs are very informative and are great topics of interest for all. If anyone is interested in attending, please let the Director know 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 Ginny Santano to adjourn. Voted on and approved. The meeting was adjourned at 9:08 pm.

Next meeting is November 21, 2023 at 7:30 pm.

Respectfully submitted,

Pat Link, Secretary