

**Meeting of the Board of Trustees  
Free Public Library of Hasbrouck Heights  
Minutes  
December 20, 2016**

**Present:**

John Baratta	Lizz Nuzzo, Mayor's Alternate
Lori Cintron	Lisa Traina, President
Rose Heck	Marlene Verrastro
Pat Link, Secretary	Sonya Buckman, Council Liaison
Rose Ellen Lorber-Termaat	Mimi Hui, Director
Linda Mansfield, School Supt. Alternate	Micky Maschio, Friends Rep

The meeting having been advertised in compliance with the sunshine law was convened by President Lisa Traina at: 7:44 pm by President Lisa Traina.

**Public Portion:** None

Minutes of previous meeting was read & approved as distributed.

Motion: Rose Heck & Seconded: Lori Cintron

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

Director Hui reported the following:

- Library stats are down compared to previous years. The impact of being closed earlier on Thursday nights did affect circulation numbers.
- Events that took place since our last meeting included Story Time with Santa. Children's Librarian Kate Senedzuk did a great job with the help from the HH Jr. Woman's Club and Santa. Special thanks was given to Chris Semenech for playing Santa.
- It was announced that former BCCLS Director Robert White had passed away. He will be missed as one of the true supporters of BCCLS.
- Director Hui attended many meetings and events over the past month as well as having to handle emergency situations as they arose. It was reported the library website was hacked and has been taken down for now and the situation is being thoroughly investigated. Library will be looking into changing vendors in the near future.

**Update from Friends of the Library**

Micky Maschio reported:

- 34 merchants are part of the Merchants Program.
- The membership drive is under way and right now there are 47 members.
- 12 people will be going on Canyon Trip in April and there is still time to sign up if anyone is interested in going.
- Several fundraisers are being considered for 2017 and the first one will be Chinese New Year Luncheon at the Asian Grill located on Rt. 17 North on Sunday, February 12<sup>th</sup>. More details at next meeting.
- Pat Link, Chair of the Scholarship Committee is working with the High School Guidance Department. A \$1,000.00 scholarship will be given away in June from the Friends of the Library.
- Next Friends meeting will take place on Saturday, January 7, 2017 at 10am (Re-organizational Mtg.)

## **Committee Reports:**

### **Finance – Rose Heck, Committee Chair**

Reported on resolution for staff raises. Copy in the packet. The resolution was read and a motion was made by: John Baratta and Seconded: Lizz Nuzzo to approve. Board Secretary Pat Link did roll call of Trustees for a voice vote. Result was (9) Yes and (0) No.

The resolution passed unanimously.

### **Building – Pat Link, Committee Chair**

Reported Jimmy Schneider is on vacation. There was no report at this time. Director Hui asked that the cleaning situation be addressed at a separate meeting when all involved parties can discuss the situation and how it should be handled. Board will be kept updated. President Lisa Trainer reported having more pictures which will be added to the file.

### **Personnel – Rose Ellen Lorber-Termaat, Committee Chair**

Reported the following:

- Resignation letter from Tenzin Kunky, Library Page.  
Motion: Rose Ellen and Seconded: John Baratta. Approved with regrets.
- Kate Senedzuk has completed her studies and will be receiving her Master of Library Science degree. The committee asked Director Hui to confirm by phone with school of Ms. Senedzuk's completion of her degree in order for salary increase. Motion: Rose Ellen Lorber-Termaat and Seconded: Pat Link. Voted on & approved unanimously.
- Personnel Committee member Linda Mansfield reported on the search for the next Teen Librarian. The position will be filled by Tyne Runfeldt with a starting date of January 9, 2017 with starting salary of \$39,000 and an increase once a degree has been completed. Motion to approve: Linda Mansfield and Seconded: Lori Cintron. Voted on & approved with one abstaining vote.
- The part-time position for Adult Services Librarian will be advertised.

### **Strategic Plan – Rose Ellen Lorber-Termaat, Committee Chair**

Committee is finishing up the final draft and will report back to Board.

### **Fundraising – Rose Heck, Committee Chair**

Reported the following

- Committee is working on ideas and plans to raise funds for the Library. More details to come at the next meeting.
- Report was given regarding the Taste of Heights event which was very successful and profitable. Suggestions were given on how to make it even better for next year.
- Plans are being made to celebrate the Library's 100<sup>th</sup> Anniversary.

## **Old Business**

Report on BCCLS Trustee Education Meeting – Held at Tenafly Public Library earlier this month. President Traina reported Director Hui and her attended the meeting. Hasbrouck Heights is on target with the technology and ideas needed to keep us moving forward. We need to add these ideas to the Strategic Plan.

Paramus Library staff will still be helping our Library out through March 2017. Their renovation has been progressing slowly. They continue to be a great asset and valuable resource.

## **New Business**

Proposed 2017 Meeting Dates List – Enclosed in the board packet. Was read over and discussed. Trustees were asked to review it. This will be voted on at the January 17<sup>th</sup> meeting.

Evaluation of Director – Evaluation form enclosed in board packet. Trustees have been asked to fill out and return to Pat Link before the next meeting.

No further business. Motion to adjourn: Rose Heck & Seconded by Linda Mansfield  
Meeting adjourned: 8:45 pm

**Next Meeting: January 17, 2017 – 7pm (for taking of formal picture & oath of office)**  
**Actual meeting starts at 7:30 pm.**

Respectfully submitted,

Pat Link  
Secretary