

**Meeting of the Board of Trustees
Free Public Library of Hasbrouck Heights
Minutes
January 8, 2014**

Present:

John Baratta
Ron Ellis
Rose Heck, Mayor
Pat Link, Secretary
Rose Ellen Lorber-Termaat
Linda Mansfield, Supt. Alternate

Dr. Mark Porto, Supt. Schools
Lisa Traina, President
Tom Verrastro, Mayor's Alternate
Mimi Hui, Director
Sonya Buckman, Council Liaison
Micky Maschio, Friends Liaison

Meeting convened at 7:30 pm by President Lisa Traina having been advertised in compliance with the Sunshine Law. The annual Trustee picture was taken by Fritz from the Gazette at 7 pm.

Public Portion – None

Oath of Office was administered to all Trustees by Mayor Rose Heck.

President Traina welcomed Linda Mansfield to the Board. She has been appointed as the alternate for Superintendent Dr. Mark Porto.

Minutes of the last meeting were read & approved as distributed.
Motion by Ron Ellis / Seconded by John Baratta

Director's Report – Director Hui reported on the latest incident in the library which took place Saturday evening around midnight when a sprinkler head in the Trustees Room blew due to the cold weather. Water also cascaded down to the first floor into the Tax Office and down to the basement.

Director Hui is currently working with Mike Kronyak and the DPW to get this incident cleaned up and take prevent measures. This is the second time such an incident occurred within a year regarding sprinkler heads bursting in the library. Plans are underway to relocate the sprinkler heads that are located near the outside walls. A list of water damaged furniture is being compiled for the insurance company.

The library continues to be a gathering place for children and parents to enjoy the programs the staff has put together over the holidays. Director Hui and her staff are to be praised for a job well done!

Update from Friends – Micky Maschio reported the following:

- Membership Drive is going well. 77 members to date.
- Merchant Program. 39 businesses are listed.
- Annual reorganization meeting of the Friends will take place January 11 at 10:30am in the Senior Center
- Upcoming fundraisers are:

- Chinese New Year at Asian Grill Route 17N on February 9 at 1pm. Tickets are \$42.00/person
- Just Desserts on May 4 at 2pm – More details later
- Book & Bake Sale – date to be announced to be held in conjunction with the Town-Wide Garage Sale.

Committee Reports

Building – Pat Link, Chair

Committee members will conduct another walk through and update the library repair list. Pat will be in touch with Jim Schneider down at DPW to get the items on the checklist done.

Personnel – Rose Ellen Lorber-Termaat, Chair

Staff evaluations are being worked on. Trustees have in their packets a form for the Director's evaluation to be filled out and returned by the next meeting to Rose Ellen.

Finance – John Baratta, Chair

Worked with Ron Ellis and Director Hui on the 2014 budget. Waiting to hear from the Borough.

Strategic Plan – Rose Ellen Lorber-Termaat, Chair

Working on a finalized draft to present to the board in the near future.

Fundraising – John Baratta, Chair

Continue efforts of finding ways to help the library raise money through special events and formulizing an appeal letter.

Old Business

Library Website – Work is ongoing. Department heads are working with Alonso Consulting Company to design their webpages.

Library Appeal Letter – Ron Ellis revised letter and shared his thoughts. Board members were asked to look it over and come prepared to discuss at the next meeting.

Fundraiser for Endowment Fund – Director Hui spoke of working with the Chamber of Commerce on having a Taste of Hasbrouck Heights in the Spring/Fall. Pat Link knows of an individual who worked on the Taste of Rutherford and will get in touch with this person to obtain materials used. Dr. Porto will ask the culinary student at the school to donate a tray of cookies for this event. More details at the next meeting.

New Business

2014 Reorganization of Board Officers – Secretary Pat Link asked for nominations.

Treasurer – Lisa Traina nominated **John Baratta** / Seconded by Tom Verrastro. Roll call of members was taken. Elected unanimously.

Secretary – John Baratta nominated **Patricia Link** / Seconded by Ron Ellis.
Roll call of members was taken. Elected unanimously.

President – Patricia Link nominated **Lisa Traina** / Seconded by Rose Ellen Lorber-Termaat. Roll call of members was taken. Elected unanimously.

Congratulations to the officers for 2014.

Committee Appointments

Building – Pat Link, Chair & Tom Verrastro

Finance – Ron Ellis, Chair & John Baratta

Personnel – Rose Ellen Lorber-Termaat, Chair & Linda Mansfield

Strategic Plan – Rose Ellen Lorber-Termaat, Chair & John Baratta

Fundraising – John Baratta, Chair & Ron Ellis

BCCLS Certificate of Agreement—Motion to approve John Baratta / Seconded by Pat Link. Unanimously passed.

Evaluation of Director – Form is to be filled out and given to Rose Ellen for compilation at the next meeting.

Value of your Library Card – Tabled till the next meeting.

Review of Library Policies – Copies were distributed in Board packets. After some discussion, the following policies were unanimously approved. Motion by Ron Ellis & Seconded by Rose Ellen Lorber-Termaat.

- Meeting Room Policy
- Study Room Use Policy
- Confidentiality of Library Records
- Policy of Unattended Children

Lisa asked the board members to check the address list to be sure all the contact information is correct.

List of Meeting dates for 2014 was also include in the board packet.

No further business.

Motion to adjourn by Ron Ellis & Seconded by John Baratta

Meeting adjourned at 9:13 pm

Next meeting is February 18, 2014 – 7:30 pm

Respectfully submitted,

Pat Link, Secretary