

**Meeting of the Board of Trustees
Free Public Library of Hasbrouck Heights
Minutes
February 17, 2015**

Present:

Lisa Traina, President
John Baratta
Ron Ellis
Mayor Rose Heck
Pat Link, Secretary

Rose Ellen Lorber-Termaat
Linda Mansfield, Supt. Alternate
Mimi Hui, Director
Micky Maschio, Friends Representative
Sonya Buckman Council Liaison

The meeting having been advertised in compliance with the sunshine law was convened by President Lisa Traina at: 7:42pm. President Traina asked for a moment of silence for Tom Verrastro who passed away recently and was a devoted Library Trustee for over 25 years to our Library. He will be missed.

Public Portion: Town resident Patrick McCarthy resides at 123 Kipp Avenue was in attendance. He spoke of a proposal for helping self-published authors get their works into the hands of the public. After he spoke, Director Hui explained that the library and BCCLS were not equipped at the present time to handle this project. A suggestion was made for Mr. McCarthy to contact the NJ State Library to see if they could be of assistance.

Minutes of the January 20, 2015 meeting were approved as distributed.

Motion: Ron Ellis & Seconded: John Baratta

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

Highlights:

- 14.8 % increase in circulation for 2014.
- The Library continues to host various programs for the community. This year's Chinese New Year celebration took place in the Senior Center. 150 people were in attendance. The program was given by the Qing Yang Dance Studio. Light refreshments were served. In the months to come, additional Asian cultural programs will be hosted by the Library.
- The month of February has been a busy month with all the bad weather. Heating unit for the large conference room has been fixed along with the electrical outlets was checked out by an electrician.
- Upcoming events at our Library: March 2nd is Read Across America / March 11th is Meet & Greet New BCCLS Executive Director Marie Coughlin / March 13th is the annual Stuffed Animal Sleepover.

Update from Friends of the Library:

Micky Maschio reported the following:

- Friends will attend the BCCLS Friends Task Force meeting on Wednesday, Feb. 18.
- Save the date for Sinatra Night -- April 23rd from 7pm-9pm in the Senior Center.
- Friends members are working on the next Book/Bake/Jewelry/Ornament Sale – May 29, 30 & 31. Volunteers will be needed in all areas for this event.
- Another event being planned is a Murder Mystery Luncheon Fundraiser – Sunday, June 7th.
- It is based on the TV show "Gilligan's Island". More details to come.

Committee Reports:

Finance – Ron Ellis, Committee Chair

Committee has met several times for a meeting. Made a motion to go into closed session to discuss a salary recommendation. Motion by: Ron Ellis & Seconded: Mayor Heck. Approved.

The pay rate for a substitute degreed professional and paraprofessional was discussed.

A motion was made to go back into opened session by: Ron Ellis and Seconded by Mayor Heck

A motion was made by Ron Ellis and seconded by John Baratta to set the pay rate for a degreed substitute professional at the rate of \$21.00/hr and for non-degreed professional at the rate of \$12.00/hr.

Building – Pat Link, Committee Chair

Spoke with Jim Schneider at DPW about the heating unit and the electrical outlets. Issues were resolved. A walk through the library with Director Hui will be conducted in the near future.

Personnel – Rose Ellen Lorber-Termaat, Committee Chair

Committee is working with Director Hui to fulfill the two supervisory positions that are opening – Head of Circulation & Children's Librarian.

Strategic Plan – Rose Ellen Lorber Termaat, Committee Chair

Committee will be meeting shortly to go over data collected.

Fundraising – John Baratta, Committee Chair

Committee has several ideas they will be investigating. He will work with the Mayor to formulate a plan of action to raise revenue for the library.

Old Business

None

New Business -

Evaluation of Director -- Forms were distributed. Board members were asked to fill them out and turn them in at the March meeting.

NJLA Conference is April 20-22 in Long Branch, NJ. Luncheon is Tuesday, April 21. If anyone is interested in attending, please speak with the Director after the meeting.

2015 Goals – Director wants to complete the several projects that are open before taking on addition items. Projects currently being worked on are strategic plan and updating the employee manual.

No further business motion to adjourn: John Baratta & Seconded: Mayor Heck
Meeting adjourned: 9:05pm / Next meeting: March 17, 2015 – 7:30

Respectfully submitted,
Pat Link, Secretary