

**Meeting of the Board of Trustees  
Free Public Library of Hasbrouck Heights  
Minutes  
February 18, 2014**

**Present:**

Lisa Traina, President

John Baratta

Ron Ellis

Rose Ellen Lorber-Termaat

Linda Mansfield

Tom Verrastro

Mimi Hui, Director

Sonya Buckman Council Liaison

Micky Maschio, Friends Representative

The meeting having been advertised in compliance with the sunshine law was convened by President Lisa Traina at 7:35pm

**Public Portion:** None

Minutes of January 8, 2014 meeting were approved.

Motion: Ron Ellis & Seconded: Linda Mansfield

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

Mimi Hui wished everyone a Happy Chinese New Year's. It is the Year of the Horse.

Circulation totaled 9,326 items, a decrease of 1.7% from January 2013.

Following a new paint job for the Trustees Room, a leak occurred in that room on Feb. 17 due to the amount of snow on the roof.

Heating is functioning well in the library, however baseboard heating is recommended in the future to maintain a comfortable temperature throughout the library.

Shelves have arrived for the basement, which can be used by the Friends of the Library for storage. Custodians will be assembling the shelves.

Custodian Mark Waring will begin a morning shift, and Martin Adamkiewicz will work the evening hours.

BCCLS President Len LoPinto and Executive Director Robert White have scheduled small group meetings to discuss renewal of the New York Times Historical database, the future direction of the digital landscape, new trends in reference, and declining circulation numbers. Ms. Hui noted the new roles of the reference librarian, reinvented as Adult Services Librarian. Children's materials have remained a stable item in the library.

This library will host all day preservation workshops on behalf of the New Jersey State Library. The educational programs promote best practices to help collection professionals extend the life of their library's materials.

Joomla Training took place February 12. Alonso Consulting was onsite to train staff on how to use the website software. The library's new website will have a soft launch on February 28.

“The Wit and Wisdom of Abraham Lincoln” was sponsored by the library on February 1.

Ms. Hui recommended that trustees attend the “Writing a Library Mission Statement” at the Closter Library.

BCCLS’s 35<sup>th</sup> Anniversary Celebration will take place October 1 at Seasons.

**Update from Friends** - Micky Maschio reported the following:

- Membership to date is 63 adult and 14 juniors. There are still new membership forms that need to be processed by the membership chairperson.
- The Chinese New Year Celebration at the Asian Grill on February 9 was canceled due to the anticipated snow storm.
- Books are currently being sorted for the Friends June Book and Bake Sale.
- Just Desserts will be held Sunday afternoon, May 4.
- Judy Mascis, Micky Maschio and Ms. Hui attended a BCCLS Friends mixer hosted by the Tenafly Friends of the Library

## **Committee Reports:**

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

Tom Verrastro delivered the report.

An extensive list was developed by the committee, which addressed lighting, ceiling tiles, painting, rug cleaning, and furniture repair and replacement.

Lighting problems and ceiling tile replacements have been completed. Painting and rug cleaning are on the pending list. Furniture replacements and reupholstering will be filed with the insurance carrier.

### **Finance – Ron Ellis, Committee Chair**

Ron Ellis met with Mimi Hui regarding a Pay Pal account to be established to allow users of the library’s new website to make donations and possibly pay fines online.

The trustees discussed the library’s role in disposing of the piano currently residing in the senior center. The piano is in disrepair and is in need of several thousands of dollars of repair to refurbish it. The American Legion has offered the library \$3,000 to purchase a new piano for programming use. Ms. Hui offered to investigate the price range of a new purchase.

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

Ms. Hui is finishing up staff evaluations, and Rose Ellen Lorber-Termaat and Ms. Hui will begin Department Head evaluations the week of Feb. 24.

Ron Ellis addressed concerns over the personnel manual’s section on longevity.

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

Raw data is being compiled, and a draft will be worked on in committee with John Baratta and Ron Ellis.

**Fundraising – John Baratta, Committee Chair**

Dates are being discussed for a “Taste of Hasbrouck Heights” dining event for September-October.

**Old Business:**

The library website is going live February 28.

A fundraising appeal letter to Hasbrouck Heights residents has been drafted, and will go out in March following the debut of the website.

The library director’s evaluations were discussed and comments were read aloud. Ms. Hui received an outstanding rating, and was recognized and congratulated by the board for her hard work, dedication and vigilance to our library.

**New Business**

Ms. Hui developed a spread sheet for the Loan Periods, Renewals, Overdue Fines, and Charges policy. It was suggested that the spread sheet be posted on the library’s website. Additionally, Eligibility for a Library Card and Material Selection & Reconsideration policies were presented.

Motion to accept the three policies:

Tom Verrastro

Seconded: John Baratta

Unanimously approved.

BCCLS Net Plus Lending payments received by this library for 2013 totaled \$10,882.

No further business. The meeting was adjourned: 9:35 pm.

Motion: John Baratta / Seconded: Rose Ellen Lorber-Termaat

Next meeting: 7:30 pm - March 18, 2014.

Respectfully Submitted,

Rose Ellen Lorber-Termaat  
Acting Secretary