

**Meeting of the Board of Trustees
Free Public Library of Hasbrouck Heights
Minutes
February 20, 2018**

Present:

John Baratta
Lori Cintron
Pat Link, Secretary
Lizz Nuzzo
Michael Sickels, Mayor's Alternate

Marlene Verrastro, President
Josephine Ciocia, Council Liaison
Mimi Hui, Director
Micky Maschio, Friends Rep

The meeting having been advertised in compliance with the Sunshine Law was convened by President Marlene Verrastro at 7:35 pm.

Public Portion: None

Minutes of previous meeting was read & approved as distributed.

Motion: Lizz Nuzzo & Seconded: Lori Cintron

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

Highlights

- Reported the statistics from the previous month.
- Library orientation was held at Middle School on January 26th.
- Net plus check received for transactions during the months of July-December 2017 in the amount of \$7,469. Grand total received in 2017 is \$16,671. These monies have been earmarked for the purchase of technology. To date a total of \$25,219 has been awarded to our library.
- Interviews have been ongoing for Part-Time Library Assistant for Circulation Department and Part-Time Adult Services Librarian for Reference. 28 resumes have been received. Director wish to have the positions filled as soon as possible.
- Update on the status of LibraryLinkNJ working with BCCLS on statewide delivery.
- A list of all meetings and events attended for the past month was provided.
- Two major upcoming events:
Rapp'n with Raptors on Feb. 26th / 7th Annual Stuffed Animal Sleepover on March 2 & 3

Update from Friends of the Library

Micky Maschio reported the following:

- The February newsletter will be shared with the membership shortly. Copies can be picked up at the Circulation Desk.
- To date, there are 100 members signed up.
- The next general membership meeting will take place on Wednesday, March 14th at 1 pm in the Library Large Mtg Rm.
- The next Library Book/Jewelry Sale will take place on May 19 & 20 in conjunction with the Town Wide Garage Sale. Volunteers are needed to help sort and scan the book donations. Anyone interested can speak to Micky and set up a schedule.
- The Friends will be helping out with upcoming programs such as the Stuffed Animal Sleepover. Flyers and other information can be found at the Circulation Desk.

- Suggestions for fundraising ideas are always welcome and you can speak to Micky or Director Hui if you have any.

Committee Reports:

Finance – Joe Samperi, Committee Chair

Chair was absent. In his place, John Baratta went over the January's Financial & Statistical Report which was included in board packet.

Building – Pat Link, Committee Chair

No report.

Personnel – Lizz Nuzzo, Committee Chair

Committee met and discussed the budget for 2018 including salaries and hiring for open positions. Library has had (4) resignations the past two months of 2017, the committee discussed ways to restructure staffing to maximize employees vs funds. The plan chosen was the one which minimized total funds while potentially increasing library personnel.

Motion to go into closed session: Lizz Nuzzo and seconded by Lori Cintron.

Chair of Personnel went over the restructuring of job titles and recommended salary adjustments. Discussed were a full-time Library Assistant to be hired and the creation of a Youth Services Librarian position.

Motion to go back into open session: John Baratta and seconded by Lori Cintron. Approved.

Motion to accept Alex Russo as the P/T Adult Services Librarian at hourly rate of \$21 and will work up to 25 hrs/wk was made by Lizz Nuzzo and seconded by John Baratta. Voted on and approved unanimously.

Motion to accept Kate Senedzuk in her new role as F/T Youth Services Librarian (combined titles and responsibilities of Children's/Teen Librarian) with a starting salary of \$54,322 and be eligible to receive annual incremental raise if approved by trustees at year end was made by Lizz Nuzzo and seconded by Mike Sickels. Voted on and approved unanimously.

Motion to hire Joan Popowski as the P/T Library Assistant at hourly rate of \$11 and will work up to 25 hrs/wk was made by Lizz Nuzzo and seconded by Lori Cintron. Voted on and approved unanimously.

President Verrastro read a letter of resignation from library assistant Dorothy Schlatterer who is retiring after 27 years of dedicated services. Motion to accept with regrets made by Pat Link and seconded by Mike Sickels. Voted on and approved.

Strategic Plan – Lori Cintron, Committee Chair

No Report.

Fundraising – Rose Heck, Committee Chair

Chair was absent. In her place, Director Hui reported Centennial Club members have contributed over \$40,000.

Old Business

None

New Business

BCCLS Equipment Upgrade. As part of our contractual agreement with BCCLS and preparation for the installation of Polaris LEAP (software extending circulation functionality), an upgrade of the library's hardware has been scheduled to take place on February 27-March 1, 2018. BCCLS technicians will be on hand to replace the CPUs, keyboards, and mice. A handout listing the cost of scanners and additional required equipment was included in board packet. Needs were discussed. It was included in the recommendation that an additional scanner be purchased for mobile projects. Final estimated cost – \$3,875. A motion was made by Lori Cintron and seconded by Pat Link. Voted on and approved unanimously.

2017 Value of Services Fact Sheet. Document enclosed in board packet. It shows for every dollar spent on the library, the return on investment (ROI) equals \$3.92.

No further business. Motion to adjourn by John Baratta / Seconded: Lori Cintron
Meeting adjourned: 8:47 pm

Next Meeting: March 20, 2018 at 7:30 pm

Respectfully submitted,

Pat Link
Secretary