

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

**Present:** John Baratta  
Lori Cintron  
Rose Heck  
Pat Link, Secretary  
Linda Mansfield, Supt. Alternate  
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 7:36 pm.

**Public Portion:** None

Minutes of previous meeting was read & approved as distributed.

Motion: Lori Cintron & Seconded: Lizz Nuzzo / 2 abstentions - Rose Heck & Linda Mansfield

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

Highlights

- Reported the statistics from the previous month.
- Review of library sponsored programs. Due to inclement weather, activities such as Stuffed Animal Sleepover was rescheduled.
- Reported the training status of new staff members.
- BCCLS hired an independent contractor to handle delivery amongst its members.
- American Legion will be celebrating their upcoming 100<sup>th</sup> Anniversary and they have asked Catherine Cassidy and her students to help put together a display for the public. The Library agreed for them to use the wall hanging system that they generously donated.
- A list of all meetings and events attended for the past month was provided.
- Upcoming event: Performance by Carnaby Street. Music from the British Invasion on Saturday, March 24

**Update from Friends of the Library**

Micky Maschio reported the following:

- To date, there are 108+ members signed up.
- Friend's Scholarship Committee is working with HHHS Guidance Department in preparation to advertise this year's application.
- Special thanks to Councilwoman Ciocia for finding a home for some of the leftover young adult books from the Friends Book Sale.
- The next Library Book/Jewelry Sale will take place on May 19 & 20. Volunteers are needed to help sort the book donations. Anyone interested can speak to VP Stephen Swalsky to set up a schedule.
- The Friends are working on several ideas for possible fundraising events.

## **Committee Reports:**

### **Finance** – Joe Samperi, Committee Chair

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

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

No report.

### **Personnel** – Lizz Nuzzo, Committee Chair

Reported the committee met and discussed hiring full-time Library Assistant at a salary of \$28,300 with benefits. Director Hui has posted the position and resumes have been coming in.

President Verrastro read a letter of resignation from Library Assistant Dorothy Schlatterer who is retiring after 26 years of dedicated services. Motion to accept letter with deep regrets made by Pat Link and seconded by Mike Sickels. Voted on and approved.

### **Strategic Plan** – Lori Cintron, Committee Chair

Committee has met and is developing an online survey to get feedback from the public and organizations rather than spending a lot of time doing face to face interviews. Hope this approach will get the job done in a more timely fashion. More information will be forthcoming.

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

Reported committee is working on getting a plaque made in recognition of all the donors from the Library Centennial Club. \$48,000 was raised through this effort. Plans are in the works for holding an event in 2019. More details will be shared as plans develop.

## **Old Business**

None

## **New Business**

**Bibliotheca Maintenance Contract Renewal** – Director Hui recommended to the Trustees not to renew this contract due to the jump in pricing. Cost includes the gates and people counter at the front door. After much discussion, a motion was made by Lori Cintron and seconded by Lizz Nuzzo to not renew this contract. Voted on and approved unanimously.

**Permission to Associate Library Card Policy** – Form was included in board packet. This pilot program allows patrons to link library cards together in order to borrow items out of the library. By signing this form, it grants permission for all parties listed to take out items for one another on each other's library card only at Hasbrouck Heights. Due to the restrictive mandates outlined in the Confidentiality of Records Act, this form gives aid in establishing relationships between cardholders that would not have been made possible. After much deliberation, a motion was made by Pat Link and seconded by Linda Mansfield to approve. A vote was taken and it was approved unanimously.

**Bergen County Brain Health Fair** – Flyer included in packet for details. A representative from the Bergen County Senior Services contacted the library to see if we would host this program on Sunday, June 10 from 10am-2pm. They will handle all the details. They would like to use our facility for this event. Director Hui will work closely with Bergen County representative Myrna Bruno to coordinate the program. Motion was made by John Baratta and seconded by Mike Sickels to approve. A vote was taken and the motion was approved unanimously.

No further business. Motion to adjourn by John Baratta / Seconded: Lizz Nuzzo.  
Meeting adjourned: 8:23 pm

Next Meeting: April 17, 2018 at 7:30 pm

Respectfully submitted,

Pat Link  
Secretary