

**Meeting of the Board of Trustees  
Free Public Library of Hasbrouck Heights  
Minutes  
April 17, 2018**

**Present:** John Baratta  
Lori Cintron  
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 7:41 pm.

**Public Portion:** None

Minutes of previous meeting were read with one correction. Under Strategic Plan the statement "Hope this approach will get the job done in a more timely fashion" was stricken from the minutes. Motion: John Baratta & Seconded: Lizz Nuzzo as amended.

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

Highlights

- Reported the statistics from the previous month.
- 7<sup>th</sup> Annual Stuffed Animal Sleepover
- Library Concert made possible by the Friends of the HH Library
- Crossed Generational Craft Program
- Activities of National Library Week, special thanks to the Jr. Woman's Club for a staff luncheon.
- Update on the future of the BCCLS delivery system
- Letter from a patron thanking Ms. Singlevich for her service
- A list of all meetings and events attended from the last month was provided
- Upcoming event: May 19<sup>th</sup> & 20<sup>th</sup> – Friends of the Library Book & Jewelry Sale, May 21<sup>st</sup> – Investment & Fraud Protection Seminar / Stories from Ellis Island

**Update from Friends of the Library**

Micky Maschio reported the following:

- To date, there are 110+ members signed up.
- Accepting jewelry and book donations for the May 19-20<sup>th</sup> Book Sale
- A donation piggy bank / children's books are on display for National Library Week.
- Scholarship Program is underway, applications are coming and a committee meeting is scheduled for this Saturday.
- There is some miscommunication with TD Bank on the check not received this year. Director Hui offered to work with the Friends and TD Bank to better understand the terms of the original agreement.
- The Collette's Alaska trip has one couple which will benefit the Friends.

- Next Friends meeting will be May 9<sup>th</sup> at 7 pm
- Gelatissimo Café has reopened, they are part of the Merchant Program.

### **Committee Reports:**

**Finance** – Joe Samperi, Committee Chair was absent. In his place, John Baratta reported that things were moving along in finance.

**Building** – Pat Link, Committee Chair was absent. No report.

**Personnel** – Lizz Nuzzo, Committee Chair

- Reported that the committee met and reviewed the Employee Handbook. We are hoping to have a final draft for approval by the Board as soon as the Town's handbook is approved.
- Director Hui received over 40 resumes for the Library Assistant position. The position was offered and accepted by Dianne Scott. Start date will be 5/7 or 5/14 depending on her current employer. Motion to hire Dianne Scott as the full time Library Assistant for \$28,300 with benefits was made by Lizz Nuzzo. Seconded by John Baratta.
- Motion was made by Lizz Nuzzo to go into closed session and seconded by Mike Sickels. Future staffing of the library was discussed.
- Motion was made by Mike Sickels / seconded by Lori Cintron to go back into open session.
- Board President Marlene Verrastro read the resignation letter from Laura Pecoraro. Date of termination was discussed.
- Lori Cintron made a motion to give Director Hui longitude, latitude and attitude in order to work out a plan for training the open position.
- Director Hui stated she will look forward to working with the Personnel Committee to fill the position of Head of Circulation.
- A motion was made by Marlene Verrastro to accept the resignation of Laura Pecoraro and seconded by Mike Sickels.

**Strategic Plan** – Lori Cintron, Committee Chair. No report.

**Fundraising** – Rose Heck, Committee Chair

Director Hui will be meeting with the Chamber of Commerce for the Taste of Hasbrouck Heights.

### **Old Business**

Director Hui talked about the PLA Conference and the various exhibitors/sessions she attended.

- A discussion was sparked by the idea of eliminating fines and fees for children's materials. The director mentioned two BCCLS libraries were using the idea.
- Innovative approach to circulating wi-fi hotspots. Director Hui asked the board permission to look into it.
- Breaking Barriers to Employment: embedding legal services in public libraries.

## **New Business**

- 2017 State Aid Report was supplied in our packets.
- Flyers for the NJLA Annual Conference, Chamber of Commerce Networking Event, Annual Library Book & Jewelry Sale and 2018 NJ Library Trustee Institute were enclosed in board packet.
- Reminder to fill out 2018 Financial Disclosure Statement (deadline is April 30)
- Reminder of retirement dinner for Dottie Schlatterer is Sunday, April 29 at Que Pasta.

No further business. Motion to adjourn by Mike Sickels / Seconded by Lori Cintron  
Meeting adjourned: 9:10 pm

Next Meeting: May 15, 2018 at 7:30 pm

Respectfully submitted,

Linda Mansfield  
Acting Secretary