

**Meeting of the Board of Trustees  
Free Public Library of Hasbrouck Heights  
Minutes  
May 16, 2017**

**Present:**

John Barratta  
Dr. Matthew Helfant, School Supt.  
Pat Link, Secretary  
Linda Mansfield, Supt. Alternate  
Lizz Nuzzo  
Lisa Traina, President

Laurie Varga, Mayor's Alternate  
Marlene Verrastro  
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 Lisa Traina at 7:36 pm.

**Public Portion:** None

Minutes of April 18, 2017 meeting was approved as distributed.  
Motion: Linda Mansfield & Seconded: Lizz Nuzzo

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

Highlights

- Director Hui reported the statistics from the previous month.
- The library's presence at the first annual Bergen County Care Fair was a success. An estimated of 1,200 people were in attendance and 135 healthcare vendors and social service agencies were under one roof. The library was able to issue new library cards right away and raffled off 2 bags of books as prizes.
- Director Hui attended the three day NJLA Conference in Atlantic City at Harrah's Waterfront Conference Center. Various programs covering a wide array of topics were offered. Board President Traina went down on Tuesday.
- The library kicked-off its 100<sup>th</sup> Anniversary Celebration on May 6<sup>th</sup>. Special thanks to the Friends for awarding a \$100 gift card to the logo contest winner. The Friends contributed to the success of the celebration and Director Hui also thanked her staff for all their hard work behind the scenes to make the event memorable.
- The BCCLS System Council voted to terminate Rochelle Park's membership due to their non-compliance of the BCCLS bylaws.
- A resident forward a commendation letter to the Library regards the stellar performance he received from Administrative Assistant Jeanine Dattolico. She was instrumental in helping him scan important paperwork on the copier. Her patience and hard work were deeply appreciated.
- A list of the events and meetings attended by the Director was provided.

## Update from Friends of the Library

Micky Maschio reported the following:

- Sorting of books is finishing up since the Book, Bake & Costume Jewelry Sale will be May 19, 20 & 21 in the Senior Center. Volunteers are needed. Speak with Mimi or Micky if you wish to lend a hand at our event.
- Boiling Springs Bank in Rutherford has been collecting costume jewelry since our Friends group was selected as the organization of the month to support. This endeavor truly warmed our hearts and just in time for the Book Sale.
- The Friends' Canyon Country trip was a big success! We received a check for \$3,585.65 from Collette Travel. We will be planning another trip with them sometime in the future.
- The Friends Scholarship recipients have been selected for this year and will be recognized at the Sr. Awards Assembly on Thursday, June 8 at 7 pm at the High School.
- At the last Friends' meeting the speaker was Health Inspector Eric Cuperwich. He discussed the food handling guidelines and explained why precaution must be taken.
- Books left over from the book sale will be scanned and forward to two companies we will be working with--Book Prospector and Better World Books.
- Other possible fundraisers the Friends are considering before year end are Craft Beer Night and a Wreath Making Event where they can be sold.
- Upcoming concert paid for by the Friends is the Country Music performance to take place on Saturday, June 3 from 2-3 pm
- Next Friends meeting will be Wednesday, September 13 at 1 pm followed by the last one for the year on November 8 at 1 pm.

## Committee Reports

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

Committee member Marlene Verrastro reported the total donations for the 100<sup>th</sup> Anniversary Celebration is \$1,933.00. Checks should be made payable to "The Friends of the Library Endowment Fund."

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

Committee recently met to discuss the maintenance and cleaning of the Library. The new custodian has not been hired as of yet and the current staff is handling the cleaning duties for now. Several items on the repair list have been completed and other items will soon be done as soon as the supplies are made available (ie. paint and ceiling tiles).

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

The Dress Code Policy was reviewed and updated by the committee. A copy has been provided in the board packet for the Trustees to look over and vote upon under New Business.

**Strategic Plan – Lizz Nuzzo, Committee Chair**

The committee will be conducting interviews in the near future and report back at the next meeting.

**Fundraising – Rose Heck, Committee Chair**

Director Hui reported on the successful kickoff celebration held May 6<sup>th</sup> and thanked the Trustees and her staff for their hard work. Depending upon coverage, the Library is considering having a table at the Street Fair on June 4.

**Old Business**

Financial Disclosure Statements – Deadline was extended to May 15<sup>th</sup>. All have been completed at this time till next year.

NJLA Conference – See Director's Report for highlights and more details.

**New Business**

Revised Dress Code Policy – A discussion took place and a motion was made by Lizz Nuzzo and seconded by John Baratta to approve the updated policy. Voted on & approved unanimously.

Staff Development Day (June 16<sup>th</sup> half day) – Motion was made by John Baratta and seconded by Pat Link. Voted on and approved unanimously. The Library will have a delayed opening to have staff training and will open at 1:00 pm to the public.

No further business. Motion to adjourn was made by Linda Mansfield & seconded by Lizz Nuzzo.

Meeting adjourned at 8:50 pm.

Next Meeting: June 20 at 7:30 pm.

Respectfully submitted,  
Pat Link, Secretary