

**Meeting of the Board of Trustees
Free Public Library of Hasbrouck Heights
Minutes
June 20, 2017**

Present:

John Baratta	Lisa Traina, President
Lori Cintron	Marlene Verrastro
Rose Heck	Josephine Ciocia, Council Liaison
Linda Mansfield, Supt. Alternate	Mimi Hui, Director
Lizz Nuzzo	Micky Maschio, Friends Rep

The meeting having been advertised in compliance with the sunshine law was convened by President Lisa Traina at 7:38 pm.

Public Portion: Special presentation by Assemblyman Timothy Eustace, Dan Grant, and Chris Hellerman, to recognize the Library's 100th Anniversary celebration.

Minutes of the May 16, 2017 – correct John Baratta's name. Approved with amendments.
Motion: Linda Mansfield & Seconded by John Baratta

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

Highlights

- Director Hui reported the statistics from the previous month.
- Chick-fil-A Grand Opening/Book House Dedication (May 17 & 19), participating in the scavenger hunt; presented library staff with donation of 805 children's books.
- 2017 Youth in Government held Wednesday, May 24th. Alyssa Volpe and Megan Lorfink chose to represent the Library.
- Country Music Concert on June 3rd. Well attended and fun time had by all.
- On June 8th, Friends President Micky Maschio and Scholarship Chair Pat Link, awarded scholarships.
- A list of the events and meetings attended by the Director was provided.

Update from Friends of the Library

Micky Maschio reported the following:

- On Thursday, June 8th, the Friends of the Library presented 2 scholarships at the High School Senior Awards night. Youstina Khalil -\$1,000 scholarship and Sidney Fontalvo a \$250 scholarship which was given by an anonymous donor.
- Friends, as always, will be assisting at the big Bash as well as helping with all the preparations.
- Book, Bake & Jewelry Sale was held at the end of May. Total profit was \$2,615.10. Boiling Springs Bank showcased our Library and accepted jewelry donations for us. Thank you to Diane Link.
- Friends have asked Mimi to buy more scanners so Friends volunteers can assist library staff in generating funds from donated books.
- An idea is to scale down the Book sale. With the BookSmart section already in the Library raising funds, perhaps we could sell books a couple of weeks in the library itself.
- Next Friends meeting will be Sept. 13 at 7 pm.

Correspondence

- Letter received from Laurie Varga resigning her position as Mayor's Alternate on the Library Board of Trustees. President Traina accepts the letter with regrets.
- Senator Bob Gordon thanked Director Hui for her letter regarding A222/S2171, The New Jersey Library Construction Bond Act.

Committee Reports

Building – New custodian started last week; meeting with Mike Kronyak and DPW to discuss responsibilities.

Finance – Talk with Borough Administrator of possibly of hiring a handy man to work directly for the Library. Town will set aside \$18,000 for position. Further conversation is needed with DPW Spindler. Caution needed due to union contracts.

Personnel – no report

Strategic Plan – no report

Fundraising / Anniversary Celebration – Centennial donation forms were enclosed in board packets. Trustees were encouraged to help distribute them. Fundraising Committee will make presentation to Mayor & Council and Board of Education. Another thought is to be in touch with private organizations and ask for their contribution. In the works, setting date of gala to honor the history of our organization. Baratta suggested the idea to commemorate the occasion by asking children to dress up as a historic character.

Old Business

Staff Development Day – Successful half day of training with staff. Topics discussed: When to call police; Fire drills – summer reading, summer bash; Phone use; Equipment; Policies; Emails

Close Session

Motion to go into close session by Rose Heck; seconded by Lori Cintron, all in favor. Discussed Library Assistant position. 20-25 hours/week for \$11/hr. to be hired by August. Promote from within; possibly promoting a Senior Page. Rose Heck made a motion to go into open session; Marlene Verrastro seconded, all in favor.

Rose Heck made the motion for Director with consent of Personnel Committee to utilize the funds to hire the Library Assistant as soon as is possible. John Baratta seconded. All in favor.

New Business

Summer Reading Programs - Highlighted flyers and activities.

Summer Bash (Friday, August 4) - Introduction of this year's theme and entertainment.

Social Media Policy – Children’s Librarian Kate Senedzuk and Head of Reference Melissa Singlevich presented policy for board’s review. Detailed discussion took place. Policy needs revision and then to be reviewed by the board attorney before it’s revisited at September meeting.

Proposal to Redesign Website * - Head of Reference Melissa Singlevich discussed the proposed website developers. Library needs a more secured and dependable vendor. Looked at vendors and recommended Coban Computer Solutions. John Baratta to look into other website host companies. After further discussion, John made a motion to use the recommended company. Seconded by Marlene Verrastro.

Pay Bills during Summer Months (July & August) * - Lizz Nuzzo made motion for Pres. Lisa Traina to sign bills over the summer. John Baratta seconded. All in favor.

No further business. Motion to adjourn was made by Lizz Nuzzo & seconded by John Baratta.

Meeting adjourned at 9:25 pm.

Next Meeting: September 19 at 7:30 pm.

Respectfully submitted,

Lizz Nuzzo
Acting Secretary