

**Meeting of the Board of Trustees
Free Public Library of Hasbrouck Heights
Minutes
January 20, 2015**

Present:

Lisa Traina, President	Mayor Rose Heck
Linda Mansfield, Supt. Alternate	Rose Ellen Lorber-Termaat
John Baratta	Sonya Buckman, Council Liaison
Pat Link, Secretary	Mimi Hui, Director
Ron Ellis	Micky Maschio, Friends Representative

The meeting having been advertised in compliance with the sunshine law was convened by President Lisa Traina at: 7:41pm

Mayor Rose Heck administered Oath of Office to all the Trustees.

Public Portion: None

Minutes of December 16, 2014 meeting was approved as distributed.

Motion: Linda Mansfield / Seconded: John Baratta

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

Highlights reported--

- Annual increase in library statistics for 2014 circulation count—127,907 items
- Library had a heating issue recently. Heat exchanger for meeting areas and staff work rooms was cracked. Repairs are underway and it will take a couple of weeks. DPW brought in 8 kerosene radiators to help keep affected area of the library warm during the repairs. Mayor & Council have approved heat coils to be installed in the crawlspaces to help prevent pipes from freezing in the future.
- HH Library is a Net Plus Lender. Library has received a little over \$10,000 as a reciprocal lender for Y2014. Money is used for the purchase of new materials for our collection.
- Mobile Print Service. Library will shortly begin offering to patrons the ability to send print jobs from home, cell phones, or anywhere in the library to the library copiers. Patrons have a four hour window to pick up their print jobs at the library. The public can speak to a staff member for more details.

Update from Friends of the Library:

Micky Maschio reported the following:

- Annual meeting was held Sat., Jan. 10.
- Better World Books has picked up 176 cartons of books from the basement.
- Volunteers will be needed to help organize the new donations coming in everyday for the next Book & Bake Sale. The date will be Friday, May 29th for

Friends members & open to the general public on Sat.& Sun, May 30 & 31. This will be run in conjunction with the Mayor's Celebrations Committee's Town-Wide Garage Sale.

- Next Friends fundraiser will be a joint venture with the HH Garden Club. It will be a Frank Sinatra Concert to be held on Thurs., April 23 in the Senior Center from 7 to 9 pm. More details will be forthcoming at the next meeting along with some other ideas for possible fundraisers for the Spring.

Committee Reports

Finance – Ron Ellis, Committee Chair

Committee has been busy putting together the budget. He had several meetings with CFO Mike Kronyak. With the need for two positions to be filled, the Borough is working on a plan to cover the finances that will be spread over several months or longer. He also reported the 30 new chairs for the library are on order. The piano project will take time, but when done it is done, it will be well worth it! President Traina thanked the committee for all their hard work.

Building – Pat Link, Committee Chair

The 2014 list of repairs for the Library has been fulfilled. Another walk through will be needed to keep on top of the things that needs repairs for 2015. President Traina thanked the committee for their continued hard work.

Personnel – Rose Ellen Lorber-Termaat, Committee Chair

Committee is working closely with Director to fulfill the two vacant positions currently open--Children's Librarian & Head of Circulation. Committee Chair Lorber-Termaat and Director Hui outlined the steps used to hire the best candidates for each position. Mayor Heck recommended that during the probation period for the new hires that a 3 month, 6 month, and 9 month evaluation take place. Director Hui did state that this practice was already in place and it will be followed. President Traina thanked the committee for their hard work.

Strategic Plan – Rose Ellen Lorber-Termaat, Committee Chair

Committee will need to update its data and redo some of the study group findings.

Fundraising – John Baratta, Committee Chair

Committee is checking out other avenues for the library to raise revenue.

Old Business

None

New Business

Reorganization of officers – President Traina asked Secretary Pat Link to handle the nominations.

2015 Officers

Nomination for Lisa Traina for President was made by: Ron Ellis / Seconded: Rose Ellen Lorber-Termaat

Nomination for Pat Link for Secretary was made by: Mayor Heck / Seconded: Ron Ellis

Nomination for Ron Ellis for Treasurer was made by: Pat Link / Seconded: John Baratta

A roll call vote of all the trustees was taken for each position. Lisa Traina, Pat Link & Ron Ellis were approved unanimously.

2015 Committees

President Traina appointed the following individuals to serve as Committee Chairs and asked all Trustees to remain on their present committees for another year. Everyone agreed.

Building—Pat Link as Chair / Tom Verrastro

Personnel—Rose Ellen Lorber-Termaat as Chair / Linda Mansfield

Finance—Ron Ellis as Chair / John Baratta

Strategic Plan—Rose Ellen Lorber-Termaat as Chair / John Baratta

Fundraising—John Baratta as Chair / Ron Ellis

BCCLS Annual Certification Agreement - Copies were provided in the Trustee folders. President Traina read the agreement out loud and asked for a motion to approve. Motion: John Baratta / Seconded: Ron Ellis / Approved

Year in Review Report – Director Hui presented a PowerPoint presentation highlighting the Library's 2014 accomplishments and achievements.

No further business.

Motion to adjourn: John Baratta & Seconded: Ron Ellis

Meeting adjourned at 8:35 pm

Next meeting: February 17, 2015 – 7:30 pm

Respectfully Submitted
Pat Link, Secretary