

**Meeting of the Board of Trustee  
Free Public Library of Hasbrouck Heights  
February 18, 2020**

**Present:**

Marlene Verrastro, President  
Pat Link, Secretary  
John Baratta  
Lori Cintron  
Rose Heck

Lizz Nuzzo  
Kim Parise, Mayor's Alternate  
Josephine Ciocia, Council Liaison  
Micky Maschio, Friends Rep  
Mimi Hui, Director

The meeting having been advertised in compliance with the Sunshine Law was convened by President Marlene Verrastro at 7:35pm.

**Public Portion:** None

Minutes of previous meeting January 21, 2020 were approved with two corrections stated as follows:

- Kim Parise, Mayor's Alternate, was appointed to the Building Committee.
- Under upcoming events, the Chinese New Year's Luncheon ticket price was corrected to \$42.00 from \$45.00 per person.

Also two corrections were made to the minutes of the December 17, 2019 meeting as follows:

- Under Personnel Committee report 3rd sentence in the paragraph was deleted starting with the word "Recommendation".
- The second correction in that paragraph also deleted was to increase pay rate and add Lisa Sedita to work \$29/hr

Motion to approve all corrections made by Lori Cintron and seconded by Lizz Nuzzo.  
Voted on and approved.

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

Highlights

- US Census did training with staff in preparation for this year's count. Our library hosted meeting on behalf of the NJ State Library. They are asking libraries to help.
- Email and Social Media Security Risk training was held by the Borough. Discussion included methods on how hackers obtain information.
- Our library was awarded the Google Leads with Digital Skills grant and we will host two workshops for small businesses in the near future.
- Chinese New Year Luncheon was held recently and a great time was had by all. Everyone enjoyed the delicious cuisine.
- See report for list of meetings and events the Director attended over the past month.

## Update from Friends of the Library

Micky Maschio reported the following:

- Membership of the Friends has increased to 101 members for 2020.
- Friends recently celebrated the Chinese New Year with a luncheon at the Asian Grille. 80 tickets were sold and everyone in attendance enjoyed a fun afternoon of friendship and delicious food.
- Wreath Making workshops are being planned for the near future. The next event will be in the Spring of 2021.
- Our next Book/Jewelry Sale is being planned for the week of April 28 - May 2, 2020 and will be held in the Community Room in the basement. Friends Vice President Tony Bernice is spearheading the efforts to scan the books and will need volunteers to help get the job done.
- The Friends was pleased to purchase an item that was on the Library Director's wish list. It is with great pleasure that they donate a brand new portable sound system to the Library which was desperately needed. It was used recently at the Chinese New Year Luncheon. It worked wonderfully!

## Committee Reports

**Finance** – Michael Sickels, Committee Chair was absent

John Baratta gave the report. Statistical report sheets were included in the packet for the past month. Committee will be meeting with the Director to discuss salaries and the new budget.

**Building** – Pat Link, Committee Chair

Did a walkthrough with Director Hui to update the Library Repairs List for 2020.

A copy of this list will be provide to the DPW to have them start working on the repairs.

In the past month, Director Hui heard noises above her desk in the drop down ceiling in her office.

Upon further inspection by the custodian, animal droppings were found and the DPW was notified to resolve the situation. Chairs in the Magazine Area need to be reupholstered, rugs in several areas need to be cleaned as well as the vents and air ducts in the ceilings throughout the library needs vacuuming.

**Personnel** – Lizz Nuzzo, Committee Chair

Reported two resignations have been received by the Director,

- Lisa Sedita will be leaving at the end of the month. Marlene Verrastro read the letter and a motion was made by Rose Heck to accept with regrets and seconded by Pat Link. Voted on and approved.
- Daniel Tsarev forward a letter to the Director explaining his school workload has increased and he would not be able to fulfill his responsibilities. Motion to accept with regrets was made by John Baratta and seconded by Lizz Nuzzo. Voted on and approved.

Resolution supplementing both By-laws of Board of Trustees/Employee Handbook to have more explicit prohibitions in respect to political activities was read and discussed. A concern was raised regarding the language limiting the powers of the trustees. It was decided to send the resolution back to the Board Attorney for further clarification.

Chair also reported the discussion of the Director's vacation days from 2019 since she was unable to use them all due to staffing issues in the library. A motion was made by Rose Heck and seconded by Lizz Nuzzo to carry them over and also review the current policy in the Employee Manual and update as needed. Voted on and approved unanimously.

Chair Nuzzo asked for a motion to go into closed session and it was seconded by Lori Cintron at 8:18 pm to discuss the Director's evaluation. Based on summary of all the returned evaluation forms indicated majority of areas were outstanding and satisfactory with comments indicating areas that needed improvement. Director Hui asked if she can work with Personnel Committee on areas to improve where needed. Motion to go back into opened session by Lizz Nuzzo and seconded by Lori Cintron. Meeting was reopened at 8:28pm..

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

Reported draft has been completed and the survey is under review. A copy should be ready for next meeting.

**Fundraising – Rose Heck, Committee Chair**

Reported current plans on hold until more research is done as to the direction the library board wants to do research on setting up a Foundation. John Baratta volunteered to work with Director Hui and report back next meeting.

**Old Business**

None

**New Business**

Copier proposals were included in board packet. The comparison sheet showed quotes from three vendors including the current company library is using. A recommendation was made to keep the current vendor. A lengthy discussion took place as to the cost breakdown. Rose Heck made a motion to have Director Hui work with the Finance Committee to make the best possible decision and was seconded by Lori Cintron. Voted on and approved.

No further business. Motion was made by John Baratta and seconded by Lizz Nuzzo to adjourn at 8:45 pm. Voted on and approved.

Next Meeting is Tuesday, March 17, 2020 at 7:30 pm

Respectfully Submitted  
Pat Link, Secretary