

**Meeting of the Board of Trustees
Free Public Library of Hasbrouck Heights
April 21, 2020**

Present:

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

Linda Mansfield, Supt.'s Alternate
Lizz Nuzzo
Kim Parise, Mayor's Alternate
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: 7:35 pm.

This meeting was conducted via Zoom during COVID-19 Crisis.

Roll call was taken by Secretary Pat Link. A total of 9 members of the board were present. Council Liaison was absent.

Public Portion: In attendance were...

Councilman Christopher Hillmann
Faith Ballantine-Armonaitis from TAPInto

Minutes of the February 18, 2020 were approved with two corrections. Due to Coronavirus crisis the library board did not meet in March. Motion was made to accept minutes by Rose Heck and seconded by Lori Cintron. Approved unanimously.

Motion to pay the bill certification sheets for the month of March and April was made by Rose Heck and seconded by Lizz Nuzzo. Voted on and approved.

Motion to approve payroll certification sheets as presented for Feb. 14 - April 9 by Michael Sickels and seconded by Lizz Nuzzo. Voted on and approved.

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

Highlights

- Due to the developing health crisis, HH Library closed to the public on Friday, March 13, 2020.
- Director Hui met with the Mayor and borough officials to suspend all activities, meetings and events at the library until further notice.
- Staff came in the following week and worked staggered hours during the week of March 16 – 20 between 9 am-5 pm. No evening or weekend hours.
- A deep cleaning was scheduled for the library on March 23, 2020 along with the rest of the building.
- Executive directive came from the Governor's office mandating all libraries across the state to be closed until further notice. Decision was made by Board President that staff

would work from home on assigned projects moving forward.

- Director Hui set up an action plan for the library including the quarantining of all materials returned in book box to be sent to the basement. Arrangements have been made with staff to come out on a regular basis to empty the book box and monitor any messages that come in from the public.
- Staff continues to serve the community virtually. A chat button was installed on the library's website to answer questions from the public. Digital library cards are being distributed. Each department has been offering various activities and resources.
- On March 30, the Director started having weekly staff meetings on Mondays (2 pm) via Zoom.
- BCCLS extended due dates of all materials and the loan request system has been shut down to prevent backlog of requests. Delivery was also suspended.
- Trustee continuing education programs are being offered in the weeks to come. Director Hui will forward the information when it is made available.
- A list of meetings and events the Director attended over the past two months was provided.

Update from Friends of the Library

Friends President Maschio reported the following:

- Membership in the Friends is currently 97 adults and 2 junior members.
- National Library week is April 19 - 25, 2020. See library website for the flyer and a list of all virtual programs available for adults and children while the library is closed. The Friends agreed to donate money for the purchase of gift cards from local merchants as prizes.
- The Scholarship Committee is reviewing applications in hopes of handing out a scholarship or two to a High School Seniors.
- Micky also thanked the Director and her staff for their hard work during the pandemic and keeping the library opened virtually during this crisis.

Committee Reports

Finance – Michael Sickels, Committee Chair

Statistical report sheets were included in the packet for review. Committee met with Personnel Committee to discuss staffing concerns and the budget.

Building – Pat Link, Committee Chair

Reported the municipal building and the library were disinfected with an organic spray solution on Monday, March 26th. Its effect lasts up to 90 days as long as it is not wiped off.

Since the stay-at-home order went out, the public has been cleaning out their attics and basements. The book box has been stuffed with donations of books. A sign has been posted on the box indicating the library cannot take any donations at this time.

The custodian was given the list of tasks that needed attention when walk through was conducted at the beginning of the year. It is the committee's hope while building is closed to the public, the concerns on the list may be addressed.

The committee will be working with the director to look at the current floor plan of the library to see what changes will need to be made in order to conform to social distancing guidelines. Also, quotes for Plexiglas partitions for the service desks and the spacing out of the public computers will be reviewed. No official guidelines have been forthcoming. Due to pandemic, the handling of programs is postponed indefinitely. There will be no summer bash this year.

Personnel – Lizz Nuzzo, Committee Chair

Committee has been working with Director Hui in redoing the organization chart for the library. The new model being introduced will now have two departments, a Youth Services and Adult Services. A copy of the updated organizational chart was included in board packet. The Circulation Dept. has been integrated into the Adult Services Dept. A number of libraries, the committee has explored, are moving toward this streamlined model. Personnel Chair Nuzzo made a motion to accept the new organizational chart as presented and it was seconded by Mike Sickels. Board voted on and approved unanimously.

Since the Head of Youth Services position has been vacant, Director Hui and the Committee decided it would be best to promote from within. Board President Marlene Verrastro, Personnel Chair Lizz Nuzzo, and Director Hui interviewed Ms. Maureen Herman. She is going to school to obtain her Masters of Library Science. The Personnel Committee recommends the hiring of Maureen Herman as the Part-Time Youth Services Librarian-in-Training at \$20/hr. for no more than 25 hours per week effective Monday, April 27, 2020. Motion was made by Lizz Nuzzo and seconded by John Baratta. Board voted and approved unanimously.

Resolution Supplementing Trustee By-Laws/Employee Handbook regarding Explicit Prohibition of Political Activities has been tabled for now.

Strategic Plan – Lori Cintron, Committee Chair

Reported draft has been completed and a survey is being developed. Due to pandemic, the distribution of the survey has been postponed.

Fundraising – Rose Heck, Committee Chair

No report.

Old Business

Status of Copier Lease. The Finance Committee agreed to the purchase of a new copier from ProCopy. We are waiting for library to reopen in order to arrange a date/time for delivery.

Status of New Chairs purchase from Library Interior. The same reason as above, we are awaiting the reopening of the building to setup date/time for delivery to take place.

New Business

2019 Annual State Aid Report - Deadline was March 15. A copy of the report was included in the board packet for the board's review.

2020 Financial Disclosure Statement needs to be completed by Thursday, April 30th. Director Hui reminded trustees to go online and fill out this year's statement as soon as possible.

President Verrastro asked the trustees for authorization to sign off on any bills that required payment before the next scheduled library board meeting. The Mayor & Council changed their public meeting date to Tuesday, May 12, 2020 which will take place prior to the next scheduled library board meeting to be held on Tuesday, May 19th. Motion made by Michael Sickels and seconded by Lori Cintron.

No further business. A motion was made by John Baratta and seconded by Lori Cintron to adjourn. Voted on and approved. Meeting adjourned: 8:10pm.

Next meeting: May 19, 2020 - 7:30pm

Respectfully Submitted,

Pat Link, Secretary