

**Meeting of the Board of Trustees
Free Public Library of Hasbrouck Heights
Minutes
February 16, 2021**

Present:

Marlene Verrastro, President
Pat Link, Secretary
Robert Bing, Treasurer
John Baratta
Lori Cintron
Linda Mansfield, Supt's Alternate

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

The meeting having been advertised in compliance with the sunshine law was convened by President Marlene Verrastro at 7:32 pm.

Roll call was taken by Secretary Pat Link. Meeting was held via zoom due to COVID-19 health crisis. A total of 9 board members were present along with Friends Rep Micky Maschio and Council Liaison Josephine Ciocia.

Minutes of January 19, 2021 were approved as distributed. Motion was made by Lizz Nuzzo and seconded by Lori Cintron. Voted on and approved unanimously.

Motion to pay the bill certification for the month of February was made by John Baratta and seconded by Linda Mansfield. Voted on and approved unanimously.

Motion to approve payroll certification sheets as presented for the following pay period made by Robert Bing and seconded by Lori Cintron.

- Pay Period 1/17/2021-1/30/2021
- Pay Period 1/31/2021-2/13/2021

Voted on and approved unanimously.

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

Highlights:

- Director Hui wishing everyone--"Gung Hay Fat Choy." The Chinese New Year began on February 12th. Best wishes to all for good health, happiness, and prosperity for the year of the Ox (4719).
- A statistical snapshot of circulation, cardholders, and website activity for the month of January was provided.
- Due to inclement weather, the library worked closely with the borough to coordinate the opening of the building and services. Curbside service was switched over to doorside on Madison Ave in order to provide easier access for patrons to retrieve their items.
- The NJ State Library received funds as part of the CARES Act and they were able to provide to local libraries the following services:
 - Brainfuse – an online live tutoring service with enhanced features to assist with homework help, skill building session, ESL, and PSAT/SAT Prep.

- Remote Assist – a software tool that enables library staff to connect with patrons' computers to offer assistance while maintaining social distancing.
- BCCLS plans to update networks, firewalls, and network connections on August 10, 2021.
- Peter Gallo, a library champion and one of the founders of the Friends of the library passed away. He was former President and Secretary of the Library Board of Trustees.
- Several communications from patrons were shared in regard to the excellence of the library programs and staff since the beginning of the pandemic. These letters and memos reflect the outstanding work of the staff and what they have done for the community. Congratulations to them for a job well done.
- See list of meetings and events attended by the director over the past month in the packet.

Update from Friends of the Library

Friends President Micky Maschio reported the following:

- Friends held their annual reorganization meeting via zoom on Saturday, January 30.
- Membership increased by two more people joining. Friends welcome anyone interested in signing up.
- It was with great sadness that 5 members have passed away this year. Among them was Peter Gallo, a library champion and a founder of the Friends of Hasbrouck Heights. He will be missed greatly!
- 2021 Officers for the Friends are:
 President: Micky Maschio
 Vice-President: Lisa Traina
 Secretary: Fran Visco
 Treasurer: Rosemarie Settembrino

Committee Reports

Building – Pat Link, Committee Chair

Reported the library was sprayed and deep cleaned again on January 29th. Committee plans on updating the work order list in collaboration with the director.

Finance – Robert Bing, Committee Chair

Reported the committee met several times to discuss the upcoming proposed budget. Director was asked what the library's upcoming struggles are going to be. Director Hui stated that the financial standing of the library is a top priority due to the impact of COVID this past year. A suggestion was made for Finance and Personnel Committees to meet to discuss these issues further. Director will work with the committee chairs and board president to pick a date. See monthly finance and statistical sheet included in the packet.

Personnel – Lizz Nuzzo, Committee Chair

Reported a letter of resignation had been received from Library Assistant Courtney Van Sadars.

A motion to accept the letter with regrets was made by John Baratta and it was seconded by Lizz Nuzzo. Voted on and approved unanimously. The Personnel Committee will meet with the Director to advertise and hire a replacement as soon as possible.

Strategic Plan – Lori Cintron, Committee Chair

Reported several trustees attended the BCCLS sponsored webinar on Strategic Planning and found it to be informative. Committee is on track. Members are developing a questionnaire for the community to fill out. More details to come.

Fundraising – Jeanine Sickels, Committee Chair - No Report.

Old Business

Status of the Chairs – Director Hui reported the factory is working on matching the stain color of our current chairs already in the library. They will be forwarding color samples to the library in the next few weeks.

New Business

Trustee Continuing Education Opportunities - See flyer in packet.
Several webinars have been scheduled in the next couple of weeks by BCCLS and the New Jersey Library Trustee Association (NJLTA) for trustees to attend via zoom to learn more about their responsibilities and the important role they play in supporting their library. Anyone interested in attending is to let Director Hui know and she will take care of the registration.

Public Portion - in attendance were:
Kathy Kelly, Staff Member
Jeffrey Nelson, Patron
Faith Armonaitis, TAPInto

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

Next meeting is Tuesday, March 16, 2021 at 7:30pm

Respectfully submitted,
Pat Link, Secretary