

**Meeting of the Board of Trustees
Free Public Library of Hasbrouck Heights
Minutes
September 20, 2022**

Present:

Marlene Verrastro, President
Pat Link, Secretary
John Baratta
Lizz Nuzzo

Jeanine Sickels
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 7:45 pm

Roll call was taken by Secretary Pat Link. A total of 5 members were present along with Friends Representative Micky Maschio.

Minutes of June 21, 2022 were read and approved. Motion was made by John Baratta and seconded by Lizz Nuzzo. Voted on and approved.

Motion to pay the bill certification for the months of July, August, & September was made by John Baratta and seconded by Lizz Nuzzo. Voted on and approved.

Motion to approve payroll certification sheets as presented for the following pay periods was made by Pat Link and seconded Lizz Nuzzo.

- Pay Period 6/12/2022 – 6/25/2022
- Pay Period 6/26/2022 – 7/09/2022
- Pay Period 7/10/2022 – 7/23/2022
- Pay Period 7/24/2022 – 8/06/2022
- Pay Period 8/07/2022 – 8/20/2022
- Pay Period 8/21/2022 – 9/03/2022
- Pay Period 9/04/2022 – 9/17/2022

Voted on and approved.

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

Update from Friends of the Library

Friends President Micky Maschio reported the following:

The passing of a dear Friend of the Library, Cathy Biegel, who was the editor of the newsletter and handled the publicity for the friends for many years. She will be missed greatly!

The Book & Jewelry Sale was held this past weekend. It was a big success and netted the Friends a total of \$5,075.15 in profit. She thanked the Director and her staff along with Friends officers and volunteers as well as other volunteers and HS school students for their hard work and time dedicated in making the event so successful.

The next Friends event is September 30, 2022 in the library. It is our 2nd Wreath Raffle event from 6:30 pm - 8:30pm. Tickets can be purchased ahead of time at the Circ desk in the library or at the door. Price are -- \$3 each ticket or 2 for \$5, 4 for \$10, 6 for \$15 etc. Light refreshments will also be served.

On Saturday, October 1st there will be a Tea Social & Concert upstairs in the Library. Reservations are encouraged to attend. Event time is 1 pm – 2 pm.

Next Friend's meeting is October 19, 2022 at 1 pm upstairs in large meeting room.

Committee Reports

Building – Pat Link, Committee Chair

Reported a roof leak by the window in the Youth Services Department Office. It's being fixed. The Director will keep the board informed of the DPW progress.

Finance - Lori Cintron, Committee Chair was absent.

Committee member John Baratta discussed the salary resolution that will be voted on this evening under New Business. Statistical report in the packet was reviewed.

Personnel – Lizz Nuzzo, Committee Chair

Reported committee met with Finance committee. The following motion was made and seconded by Pat Link:

- Hire Alyssa Rivera as PT Library Intern on 7/26/2022 for 15 hrs/wk at \$14/hr.
- Hire Jennifer Siletti as PT Library Assistant on 8/15/2022 for 15 hrs/wk at \$14/hr.

Voted on and approved.

Strategic Plan – Lori Cintron, Committee Chair was absent.

Director Hui will be connecting with Chair for a future meet up.

Events - (formerly Fundraising Committee) Jeanine Sickels, Committee Chair -- No Report.

Reopening Committee – Marlene Verrastro, Committee Chair -- No Report.

Old Business

2022 Summer Reading Programs for Children, Teens and Adults were all great. Copies of these reports from the supervisors are in the packet for the trustees review.

2022 Summer Bash – Was a huge success! See board packet for details.

New Business

Library Salary Resolution was discussed. Motion was made by John Baratta and seconded by Lizz Nuzzo. Voted on and approved.

Phone System. Director Hui provided an update that she is working with the library's current vendor to see what options there are to upgrade the phone system we have. A proposal was submitted for review for the Finance Committee to look at. They will need to meet and review the

information. Library will need to work out the cost. Director was informed that the borough was going to transition over to new phone system on Monday, October 3. More details to come.

Upcoming Trustee Training. New Jersey State Library will be sponsoring a virtual Trustee Institute on Saturday, October 8 from 9 am-4 pm. Free to attend. Topics include: EDI for Library Boards, Hiring Your Library Director, Censorship and Book Challenges,, New Trustee Orientation, Writing Strategic and Capital Plans, and Library Law with Michael Cerone. Let Director Hui know if you are able to attend. Board needs 5.5 hours of continuing education credits to fulfill this year's requirement. A total of 7 hours are needed each year.

Public Portion -- None

No further business. A motion was made by John Baratta to adjourn. Seconded by Lizz Nuzzo. Voted on approvd. Meeting adjourned at 9:15 pm.

Next meeting is Tuesday, October 18, 2022 at 7:30pm

Respectfully submitted,
Pat Link, Secretary

**Meeting of the Board of Trustees
Free Public Library of Hasbrouck Heights
Minutes
October 18, 2022**

Present:

Marlene Verrastro, President
Pat Link, Secretary
John Baratta
Lori Cintron
Cindy Capozzi, Supt.'s Alternate
Russell Lipari, Mayor's Alternate

Lizz Nuzzo
Kim Parise
Jeanine Sickels
Josephine Ciocia, Council Liaison
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

Roll call was taken by Secretary Pat Link. A total of 9 members were present along with Friends Representative Micky Maschio and Council Liaison Josephine Ciocia.

Minutes of September 20, 2022 were read and approved with three abstentions. Motion was made by John Baratta and seconded by Jeanine Sickels. Voted on and approved.

Motion to pay the bill certification for the month of October was made by Lori Cintron and seconded by Kim Parise. Voted on and approved.

Motion to approve payroll certification sheets as presented for the following pay periods was made by Lizz Nuzzo and seconded Lori Cintron.

- Pay Period 9/18/2022 – 10/01/2022
- Pay Period 10/02/2022 – 10/15/2022

Voted on and approved.

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

Update from Friends of the Library

Friends President Micky Maschio reported the following:

This year's BCCLS Friends Breakfast was held at Seasons in Washington Twp. Members of the Friends and board members had the pleasure to attend. Library Director Hui did a wonderful job emcee the event as was the hard work and efforts by Friends Vice President Lisa Traina. Both are currently serving on the BCCLS Friends Committee.

The next Friends meeting is Wednesday, October 19th at 1 pm in the large meeting room in the library. Guy Bernice will be in attendance to speak on the possibility of having a Craft Fair sponsored by the Friends to be held in the Senior Center. Trustees are cordially invited to come to the meeting. The tentative date for this event is Saturday, November 12.

The 2023 membership drive will be starting soon. Friends are seeking volunteers to help with the Friends Newsletter.

The Friends' Annual Meeting is tentatively set for Saturday, January 7, 2023 at 10 am in the Senior Center.

Committee Reports

Building – Pat Link, Committee Chair

Reported the roof leak by the window in the Youth Services Department Office continues to be monitored by the DPW and staff.

Finance – Lori Cintron, Committee Chair

The committee met to discuss the phone system. They met with Entel Communications representative via zoom to review their proposal. See fact sheets provided in the packet. A lengthy discussion took place. A recommendation was made by Director Hui to set up a meeting with the vendor that the borough is working with in order for trustees to ask their questions. Director Hui will set it up and get back to the committee members with a date. Monthly statistical report was provided in board packet.

Personnel – Lizz Nuzzo, Committee Chair -- No report.

Strategic Plan – Lori Cintron, Committee Chair -- No report.

Events – (formerly Fundraising Committee) Jeanine Sickels, Committee Chair

Reported the committee met and discussed the pros/cons of using Cheddar Up from the bash. The bash, which is historically funded by the Friends, drew in more revenue than prior years to cover the cost. The Chamber of Commerce and members donated \$1,500. There was discussion on what changes to make for the next one to increase the revenue margin. Possibility to ask food trucks for percentage was a consideration. More details will be given out down the road. Annual appeal letter will be going out in January. Details to be announced.

Reopening Committee – Marlene Verrastro, Committee Chair – No Report.

Old Business

Phone System - see Finance Report for update. More details will be forthcoming.

New Business

Review Library Policies--

- Displays
- Meeting Room
- Volunteers

President Verrastro asked the trustees to read over the above three policies in the packet and make any comments or suggestions to the Director by November 1st.

2023 Library Holiday Calendar. More information needed before the vote. No action until the November meeting.

Upcoming Training for Trustees. See flyer in packet for more information. Director Hui reminded board members that 7 hours are needed per year by the NJ State Library. Our library currently holds 3 hours. Let the director know if one has watched any of the trustee educational webinars in order for credit to be given.

Public Portion –

During the meeting, the newest employee Jennifer Siletti stopped in and was introduced to the Trustees.

No further business. A motion was made by John Baratta to adjourn. Seconded by Lori Cintron. Voted on and approved. Meeting adjourned at 8:42 pm.

Next meeting is Wednesday, November 16, 2022 at 7:30pm

Respectfully submitted,
Pat Link, Secretary

**Meeting of the Board of Trustees
Free Public Library of Hasbrouck Heights
Minutes
November 16, 2022**

Present:

Marlene Verrastro, President
Pat Link, Secretary
Cindy Capozzi, Supt.'s Alternate
Lizz Nuzzo

Jeanine Sickels
Josephine Ciocia, Council Liaison
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 7:32 pm

Roll call was taken by Secretary Pat Link. A total of 5 members were present along with Friends Representative Micky Maschio and Council Liaison Josephine Ciocia.

Minutes of October 18, 2022 were read and approved. Motion was made by Cindy Capozzi and seconded by Jeanine Sickels. Voted on and approved.

Motion to pay the bill certification for the month of November was made by Lizz Nuzzo and seconded by Pat Link. Voted on and approved.

Motion to approve payroll certification sheets as presented for the following pay periods was made by Lizz Nuzzo and seconded Jeanine Sickels.

- Pay Period 10/16/2022 – 10/29/2022
- Pay Period 10/30/2022 – 11/12/2022

Voted on and approved.

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

Update from Friends of the Library

Friends President Micky Maschio reported the following:

The Friends of the Library first craft fair was held this past Saturday, November 12th in the Senior Center from 10 am – 5 pm. It was a successful event with 23 crafters present. Special thanks to Guy Bernice who organized the event.

Our membership drive for 2023 is now going on and soon you will receive renewal forms for the New Year regarding the Merchant Program. Your current card is good until December 31, 2022.

The Friends are sponsoring a concert on Saturday, December 10 in the Senior Center from 1 pm-2 pm. Anthony Duke Claus will be performing classics from Sinatra to Elvis. More concerts are being planned for the future.

Friends Reorganization Meeting will be Saturday, January 7, 2023 in the large meeting room across the hall from the library entrance starting at 10am and it will include a light breakfast.

In doing your holiday shopping please remember to use Amazon Smile. Every little bit will help our organization to support the library and our community. Special thanks to Jackie Nuzzo for all her assistance with the Friends newsletter.

Happy Thanksgiving to all!

Committee Reports

Building – Pat Link, Committee Chair

Reported that the leak by the window in the Children's Office is still being monitored by the staff and the DPW. The committee plans to meet with the Director to discuss having safety drills in the library after January 1st.

Finance – Lori Cintron, Committee Chair was absent.

Director Hui made a recommendation to set up a meeting with the trustees and with Monmouth Telecom representatives to continue the discussion about the phone system being installed in the Municipal Building.

Borough CFO David Sireci spoke with Director Hui regarding undistributed fees collected from past town wide garage sales that a portion of it belongs to the library. The approximate amount is \$6,302.50. Director Hui recommended to the Trustees that a new account be established for library improvements under the umbrella of the Trustee Account. Funds from this account are earmarked for physical repairs and /or physical enhancements to the Library. The current discussion of the cost of replacing our phone system would fall under this category. The Finance Committee was in total support of recommendation. Pat Link made a motion to set up new account and it was seconded by Jeanine Sickels. Voted on and approved unanimously. See packet for monthly financial report and statistics.

Personnel – Lizz Nuzzo, Committee Chair -- No report.

Strategic Plan – Lori Cintron, Committee Chair -- No report.

Events – (formerly Fundraising Committee) Jeanine Sickels, Committee Chair

Reported the committee met and is finalizing details for annual appeal letter which will be going out in January. More details will be forthcoming.

Reopening Committee – Marlene Verrastro, Committee Chair – No Report.

Old Business

Update Phone System – Director Hui will let the Trustees know once a meeting date with representative is established to continue discussing this project.

Library Policies for Review - Trustees discussed and instructed Director Hui to have the Borough Attorney do a final review and report back to the board at the next meeting. The policies are on Displays, Meeting Rooms, and Volunteers.

2023 Holiday Calendar - The Borough has approved their list of holidays. After some discussion a motion was made by Cindy Capozzi and seconded by Jeanine Sickels to adopt the proposed dates for the library. It was voted on and approved unanimously.

New Business

BCCLS Report on moving forward after pandemic on usage patterns of patrons & circulation. See copy in the packet for more details.

Replenish Funds of Online Subscription Services. A usage report was provided in packet. After much discussion, the following services were renewed for another year and monies are to come from the Technology Fund:

- Hoopla – add \$3,000.
- Kanopy – add \$1,000
- Overdrive – add \$2,000

A motion was made by Jeanine Sickels and seconded by Lizz Nuzzo to approve. Voted on and approved unanimously.

Hotspot Contract Renewal. A usage report was provided in packet. The following Mobile Beacon 4G LTE service plan was renewed for another year and monies are to come from the Endowment Fund. Motion to approve by Pat Link and seconded by Cindi Capozzi. Voted on and approved.

Upcoming Training Opportunities for Trustees - See webinar list in packet. Director Hui shared a handout with links to recorded webinars for the library board as a whole to fulfill their 7 hour minimum continuing education requirement before the end of the year. So far 3 hours have been completed. Please contact Director Hui and let her know once you have watched a webinar so we can get credit for attendance.

Next BCCLS Roundtable Meeting via zoom is November 17th at 7 pm. If interested in attending, let Director Hui know and she will handle the registration.

Public Portion – None

No further business. A motion was made by Cindy Capozzi to adjourn. Seconded by Lizz Nuzzo. Voted on and approved. Meeting adjourned at 9:11 pm.

Next meeting is Tuesday, December 20, 2022 at 7:30 pm

Respectfully submitted,
Pat Link, Secretary