

**Minutes  
Regular Meeting of  
The Northvale Library Board of Trustees  
Wednesday July 24<sup>th</sup>, 2024  
6:30 PM**

**CALL THE MEETING TO ORDER –**

**STATEMENT -**

President Staropoli called the meeting to order at 6:35PM in the Northvale Public Library located at 116 Paris Avenue, Northvale, New Jersey 07647.

**STATEMENT -**

President Staropoli read the “Sunshine Statement” into the record as follows:

*“This is a Regular Meeting of the Northvale Library Board of Trustees. The date, time and location of this meeting has been advertised in the official Newspapers of the Borough, filed with the Borough Clerk and posted on the bulletin board in the Municipal Building. All notice requirements of the Open Public Meetings Act for this meeting have been fulfilled.”*

**SALUTE TO THE FLAG**

President Staropoli asked all in attendance to rise and join her in a Salute to the Flag.

**ROLL CALL –**

| <b>Name</b>                                   | <b>Present</b> | <b>Absent</b> |  |
|---|----------------|---------------|--|
| Ms. Banzaca                                   | X              |               |  |
| Ms. Lucas                                     |                | X             |  |
| Mr. Honey                                     | X              |               |  |
| Mr. Pinajian<br>School librarian Ms. Nicolich | X              |               |  |
| Ms. Staropoli                                 | X              |               |  |
| Mayor McGuire/<br>Councilwoman Fernandez      | X              |               |  |
| Ms. McKeever                                  | X              |               |  |

Also in attendance: Director Magielnicki

## APPROVAL OF MINUTES

Resolved to approve the minutes from the June 26<sup>th</sup>, 2024 regular board meeting.

The minutes were adopted on a roll call vote as follows:

| Name          | ACTION | YES | NO | ABSENT | ABSTAIN |
|---------------|--------|-----|----|--------|---------|
| Ms. Banzaca   |        | X   |    |        |         |
| Ms. Lucas     |        |     |    | X      |         |
| Mr. Honey     |        | X   |    |        |         |
| Mr. Pinajian  |        | X   |    |        |         |
| Ms. Nicolich  |        |     |    |        |         |
| Ms. Staropoli | Second | X   |    |        |         |
| Mayor McGuire |        | X   |    |        |         |
| Ms. Fernandez |        |     |    |        |         |
| Ms. McKeever  | Motion | X   |    |        |         |

## GENERAL DISCUSSION –

While a fire exit map is not required the board discussed possible fire education for the staff with steps on what to do and how to get out in a fire.

The gutters continue to be an issue with the location of the book drop. The town will get the gutters repaired but the library will look to purchase a new book drop that can be placed out of the way of any leaking water (rain and/or snow).

## Director's Report

### Administrative:

- Library Cards: 2,263 registered Northvale Library cardholders as of July 1st. 8 new cards since June's report.
- The auditor's never came to the library. They were at Borough Hall but they didn't come and see us. I will get contact information and give them a call.

### Building:

- Spoke to Julia in the Building Department about an Emergency/Fire Plan and she spoke to someone in the fire department and they said that we don't have to have one but it would be something good to have.
- Met with Roy Sokoloski for him to give us a referral for window replacements. He sent me an email with an estimate for the work. I am attaching his email to this report.
- There is still water dripping from the gutters onto our bookdrop. It is becoming rusted again and hard for us to close. Emily is the only one that can reliably close it on her own. The wood on the bottom has also caused issues in the winter when it freezes.
- I am currently looking for a grant to cover some/all of the cost for Central Air.

### Outreach:

- Emily did a story time at Camp Northvale on the morning of Monday, July 15, 2024.

### Services:

- Book Sanctuary: More libraries across the country are making resolutions to be a Book Sanctuary, New Jersey being a large portion of that. I am attaching more information on this in my report.
- Still want to look into becoming a Notary Public to offer services for free for anyone with a Northvale Library Card.
- I came back to the idea of a Social Worker Intern and briefly spoke to Michelle at the senior center about it. I wanted to see if she had heard of a need for it with the people that come into the center and she said that it would be a great help. One thing to note is that the intern will not be able to provide clinical services. They can refer to a social service agency but we cannot guarantee that the agency will be free of charge.

### **May Program Highlights**

- Craft Hour: 58
- StoryTime: 57
- Toddler Time: 82
- Korean Book Club: 5
- Afternoon Book Club: 0
- Evening Book Club: 3
- Painting with Kari: 12
- Ms. Nita: 101
- ESL: 26
- Kid's Book Club: 2
- Homework Help: 5
- Kids Drawing w/Shane: 4
- Movie Matinee: 1
- Community Puzzle: 15
- Teen Dungeons and Dragons: 13
- Summer Reading Kick-off: 72
- Adult Watercolor Class: 12

### **Upcoming Programs/Ideas**

- Juvenile: Crafts
- Juvenile: Toddler Time
- Juvenile: Preschool Story Time
- Juvenile: Story Time
- Juvenile: Tween Craft
- Juvenile: Book Club
- Juvenile: Homework Help
- Juvenile: Tween/teen K-Pop Dance Class
- Juvenile: STEM Lab
- Juvenile: Drawing Class
- Juvenile: Dungeons and Dragons
- Family: Family Puzzle Night
- Adult: Korean Book Club
- Adult: Afternoon Book Club
- Adult: Evening Book Club
- Adult: Canvas Painting with Kari
- Adult: ESL class
- Adult: Arts & Crafts
- Adult: Movie Matinee

- Adult: Shoprite Dietitian
- Adult: Singing and Movement Workshop
- Adult: BigFoot Presentation
- Adult: Handwriting/Calligraphy Workshop

### **Friends of the Library Report**

No report

### **Treasurer's Report**

In summary the Library is 3% under budget for the first seven months of 2024 (including Boro Utilities & Pension contribution).

The Northvale Library Bank Balances as of the end of June 2024 are as follows:

Northvale Library Expense account: \$78,476.90

Northvale Library Capital Expense account: \$88,740.60

Notes for review:

\* Including Pension contribution Wages & Salaries are over Budget 1%. The board discussed that we would make slight tweaks to percentages for next year if needed to continue to have a balanced budget.

\*Estimated Q4 Boro contribution approx \$22K (to be reviewed for final adjustment in Nov.)

### **ROLL CALL VOTES-**

Resolved to approve the regular claims list for July in the amount of \$13,776.85:

The resolution was adopted on a roll call vote as follows:

| <b>Name</b>   | <b>ACTION</b> | <b>YES</b> | <b>NO</b> | <b>ABSENT</b> | <b>ABSTAIN</b> |
|---------------|---------------|------------|-----------|---------------|----------------|
| Ms. Banzaca   |               | X          |           |               |                |
| Ms. Lucas     |               |            |           | X             |                |
| Mr. Honey     |               | X          |           |               |                |
| Mr. Pinajian  |               | X          |           |               |                |
| Ms. Nicolich  |               |            |           |               |                |
| Ms. Staropoli | Motion        | X          |           |               |                |
| Mayor McGuire | Second        | X          |           |               |                |
| Ms. Fernandez |               |            |           |               |                |
| Ms. McKeever  |               | X          |           |               |                |

Resolved to approve the replenishment of petty cash for \$75.

The resolution was adopted on a roll call vote as follows:

| <b>Name</b>                    | <b>ACTION</b> | <b>YES</b> | <b>NO</b> | <b>ABSENT</b> | <b>ABSTAIN</b> |
|--------------------------------|---------------|------------|-----------|---------------|----------------|
| Ms. Banzaca                    | Motion        | X          |           |               |                |
| Ms. Lucas                      |               |            |           | X             |                |
| Mr. Honey                      | Second        | X          |           |               |                |
| Mr. Pinajian<br>Ms. Nicolich   |               | X          |           |               |                |
| Ms. Staropoli                  |               | X          |           |               |                |
| Mayor McGuire<br>Ms. Fernandez |               | X          |           |               |                |
| Ms. McKeever                   |               | X          |           |               |                |

Resolved to approve a salary increase of 4% for Emily Sposa effective 7/5/2024:

The resolution was adopted on a roll call vote as follows:

| <b>Name</b>                    | <b>ACTION</b> | <b>YES</b> | <b>NO</b> | <b>ABSENT</b> | <b>ABSTAIN</b> |
|--------------------------------|---------------|------------|-----------|---------------|----------------|
| Ms. Banzaca                    |               | X          |           |               |                |
| Ms. Lucas                      |               |            |           | X             |                |
| Mr. Honey                      |               | X          |           |               |                |
| Mr. Pinajian<br>Ms. Nicolich   |               | X          |           |               |                |
| Ms. Staropoli                  | Motion        | X          |           |               |                |
| Mayor McGuire<br>Ms. Fernandez |               | X          |           |               |                |
| Ms. McKeever                   | Second        | X          |           |               |                |

#### **HEARING OF THE PUBLIC –**

The meeting was opened to the public at 7:19 PM. With no one from the public addressing the meeting the public meeting portion was closed at 7:19..

#### **ADJOURNMENT**

On motion made by Tina Staropoli and seconded by Melissa Banzaca, the board, with all present being in favor, **voted to adjourn at 7:20 PM.**

Respectfully submitted

Melissa Banzaca, Secretary