

**Minutes  
Regular Meeting of  
The Northvale Library Board of Trustees  
Wednesday, July 25, 2018  
6:30 PM**

**CALL THE MEETING TO ORDER –**

President Porschen called the meeting to order at 6:39 PM in the Northvale Public Library located at 116 Paris Avenue, Northvale, New Jersey 07647.

**STATEMENT -**

President Porschen 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 Porschen asked all in attendance to rise and join him in a Salute to the Flag.

**ROLL CALL –**

<b>Name</b>	<b>Present</b>	<b>Absent</b>
Ms. Banzaca	x	
Mr. Devlin		x
Mr. Honey		x
Mr. Pinajian		X
School librarian Ms. Nicolich		x
Ms. Staropoli	x	
Mayor Piehler/ Councilman Tom Argiro	x	x
Mr. Porschen	x	

Also in attendance Acting Director Emily Pepe

## APPROVAL OF MINUTES

Resolved to approve the minutes from the June 27, 2018 regular board meeting which includes the budget.

The minutes were 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	second	x			
Mr. Devlin				x	
Mr. Honey				x	
Mr. Pinajian Ms. Nicolich				x	
Ms. Staropoli	motion	x			
Mayor Piehler					
Mr. Argiro		x			
Mr. Porschen		x			

Resolved to approve the executive minutes from the June 27, 2018 regular board meeting

The minutes were 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	second	x			
Mr. Devlin				x	
Mr. Honey				x	
Mr. Pinajian Ms. Nicolich				x	
Ms. Staropoli	motion	x			
Mayor Piehler					
Mr. Argiro		x			
Mr. Porschen		x			

## APPOINTMENT OF ACTING DIRECTOR

Resolved to approve the appointment of Emily Pepe as acting director

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	second	x			
Mr. Devlin				x	
Mr. Honey				x	
Mr. Pinajian Ms. Nicolich				x	
Ms. Staropoli	motion	x			
Mayor Piehler					
Mr. Argiro		x			
Mr. Porschen		x			

## GENERAL DISCUSSION –

Ms. Staropoli and Mr. Pinajian has conducted 4 interviews so far. We will continue to accept applications and will be setting up additional interviews by the end of August.

The summer reading program has been a huge success. We have 110 children registered, compared to last year we had 97 registered. We also have 20 adults registered for summer reading who will be eligible to win a kindle in a raffle.

### Director's Report

Written by former Director Shaver and presented by Acting Director Emily Pepe

Programming: June

Program Attendance Summary					
Event/Program	Date or Month	Children	Teens	Adults	Total
Movie Saturday	6/2/2018	6	0	5	11
Story Time	6/4/2018	2	0	2	2
Pre-K Stories	6/5/2018	3	0	2	5
Adult Book Club (Make-up)	6/5/2018	0	0	3	3
Story Time	6/6/2018	5	0	4	9
ESL	6/6/2018	0	0	16	16
DIY: Father's Day Cards	6/6/2018	9	2	5	16
STEM Ice Cream	6/7/2018	12	2	5	19
Tech Thursday	6/7/2018	0	0	1	1
Canvas Painting	6/7/2018	0	0	12	12
STEM Robotics	6/7/2018	7	2	4	13
Gaming Tournament	6/8/2018	10	4	3	17
STEM: Making Waves	6/11/2018	6	0	2	8
Northvale Pre-school Story time	6/12/2018	15	0	2	17
Pre-K Stories	6/12/2018	4	0	2	6
Musical Painting	6/12/2018	10	0	4	14
Bookworms	6/13/2018	2	0	2	4
Dungeons & Dragons	6/13/2018	2	8	0	10
ESL	6/13/2018	0	0	16	16
Healthy Snacking	6/14/2018	5	1	2	8
DIY: Wine Glasses/Rock Painting	6/14/2018	0	0	8	8
Snap Circuits	6/14/2018	5	3	5	13
Magic Show	6/15/2018	20	3	10	33
Board Games	6/16/2018	6	0	3	9

Artistically Abled	6/16/2018	6	0	3	9
Story Time	6/18/2018	5	0	3	8
Pre-K Stories	6/19/2018	4	0	2	6
Family Movie Night	6/19/2018	0	1	1	2
Story Time	6/20/2018	3	0	2	5
DIY: Butter Slime	6/20/2018	50	5	25	80
Dungeons & Dragons	6/20/2018	2	4	0	6
STEM: Scratch Programinh	6/21/2018	2	2	4	8
Gaming Tournament	6/22/2018	5	10	2	17
Summer Fun with May (make-up for kickoff)	6/23/2018	25	15	10	50
World Language Story Time	6/25/2018	5	1	4	10
Reading Buddies	6/25/2018	6	4	4	14
Reading Buddies	6/26/2018	5	3	4	12
pre-K Stories	6/26/2018	7	0	4	11
Rockin' Round the World	6/26/2018	6	1	5	12
Drawing Workshop	6/26/2018	5	0	1	6
Northvale Camp Visit	6/27/2018	28	10	0	38
Musical Story Time	6/27/2018	1	0	1	2
Reading Buddies	6/27/2018	1	0	1	2
Xylophone STEM	6/28/2018	15	5	8	28
Tech Thursday	6/28/2018	0	0	2	2
Read to a Dog	6/28/2018	2	0	2	4
Sensory Story Time	6/29/2018	1	0	1	2
Dancing Class	6/29/2018	6	0	4	10
Clay Crafting Class	6/30/2018	9	2	5	16
Board Games	6/30/2018	2	2	2	6
<b>Total</b>		<b>330</b>	<b>90</b>	<b>218</b>	<b>638</b>

#### Administrative

- Library Cards: 1,516 patrons registered as of July 17, 2018. 16 new cards since the May report.
- Patrons were being charged \$1 for replacement cards. For the less than handful of times per year this issue has come up, it makes little sense to charge patrons an unnecessary extra fee. The practice was not listed in our Policy Manual or on our webpage, so we have stopped it.

#### BCCLS

- The third meeting of the World Languages Task Force was extremely successful. Recommended reading lists and bookseller lists will make it possible for libraries to purchase materials directly.

- Library directors had the opportunity to meet candidates for the BCCLS Executive Director position on July 11<sup>th</sup>.

#### Building and Grounds

- The Book Drop should be stabilized. We had asked DPW earlier to do this and the issue is still pending. They have been contacted about this again.
- There is a light that is out in Emily's closet. I have asked DPW to fix it when they have the chance.
- For both of the above issues, the DPW came in to consult as soon as they have been notified. He will be working on this in the coming weeks.

#### Personnel

- Applications for the position of Library Director were received until the closing date of July 16, 2018 for applicants. Due to unforeseen circumstances, applications will be accepted beyond this date until a Director is hired. In the meantime, Emily Pepe will serve as Acting Director.

#### Programming

- The postponed events from our Summer Kick-off Party were well-attended.
- In particular, the petting zoo was one of the most highly attended programs we have ever had.

#### Strategic Planning

- The Strategic Planning Committee will continue to meet with and focus on capital improvements.
- Our last meeting was July 10, 2018 for approximately one hour. The architect gave us a great deal of useful information over the course of this time. Trustee, Melissa Banzaca, Kathy Brunet, Emily Pepe and Paul were in attendance.

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

**Ms. Kathy Brunet – 417 Crest Drive** gave her report from the Friends:

The Friends have agreed to fund the end of the year party. The board thanks Kathy and all the Friends for the support. The kickoff party was a huge success with 157 people coming on the day with the petting zoo.

### **Treasurer's Report**

See attached budget

## ROLL CALL VOTES –

Resolved to approve the claims list for the month of July in the amount of \$3457.20

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			
Mr. Devlin				x	
Mr. Honey				x	
Mr. Pinajian Ms. Nicolich				x	
Ms. Staropoli	motion	x			
Mayor Piehler Mr. Argiro		x			
Mr. Porschen	second	x			

Resolved to approve the replenishment of the 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	second	x			
Mr. Devlin				x	
Mr. Honey				x	
Mr. Pinajian Ms. Nicolich				x	
Ms. Staropoli	motion	x			
Mayor Piehler Mr. Argiro		x			
Mr. Porschen		x			

## HEARING OF THE PUBLIC –

President Porschen opened the meeting to the public at 7:08 PM

With no one addressing the board, President Porschen declared the public comment portion of the meeting closed.

President Porschen asked for a vote to go into executive session.

Resolved to approve to go into executive session to talk about personnel

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			
Mr. Devlin				x	
Mr. Honey				x	
Mr. Pinajian Ms. Nicolich				x	
Ms. Staropoli	second	x			
Mayor Piehler Mr. Argiro		x			
Mr. Porschen	motion	x			

The board resumed the public meeting at 7:23pm with the same trustees present. No action was taken by the board in executive session.

Resolved to approve a salary increase to \$15.25 per hour for Kimberly Broderick.

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			
Mr. Devlin				x	
Mr. Honey				x	
Mr. Pinajian Ms. Nicolich				x	
Ms. Staropoli	motion	x			
Mayor Piehler Mr. Argiro		x			
Mr. Porschen	second	x			

Resolved to approve a yearly salary increase for the time that Emily Pepe is Acting Director to \$55,000. The board is very excited to give this opportunity to Emily and is confident in her ability to keep the library moving in the right direction.

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	second	x			
Mr. Devlin				x	
Mr. Honey				x	
Mr. Pinajian Ms. Nicolich				x	
Ms. Staropoli	motion	x			
Mayor Piehler Mr. Argiro		x			
Mr. Porschen		x			

**ADJOURNMENT**

On motion made by President Porschen and seconded by Ms. Staropoli, the board, with all present being in favor, **voted to adjourn at 7:27PM**

Respectfully submitted

Tina Staropoli, Secretary