

**Minutes
Regular Meeting of
The Northvale Library Board of Trustees
Wednesday June 28th, 2023
6:30 PM**

CALL THE MEETING TO ORDER –

STATEMENT -

Vice President McKeever called the meeting to order at 6:38 PM in the Northvale Public Library located at 116 Paris Avenue, Northvale, New Jersey 07647.

STATEMENT -

Vice President McKeever 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

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

ROLL CALL –

Name	Present	Absent	
Ms. Banzaca	X		
Ms. Lucas		X	
Mr. Honey	X		
Mr. Pinajian School librarian Ms. Nicolich		X	
Ms. Staropoli		X	
Mayor McGuire/ Councilman Tom Argiro	X		
Ms. McKeever	X		

Also in attendance: Kathy Brunet and Director Magielnicki

APPROVAL OF MINUTES

Resolved to approve the minutes from the May 31st 2023, 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	Second	X			
Mr. Pinajian Ms. Nicolich				X	
Ms. Staropoli				X	
Mayor McGuire Mr. Argiro		X			
Ms. McKeever	Motion	X			

GENERAL DISCUSSION –

Director Magielnicki showed the board members the programming room and countertop so that she could request quotes on options for a change order to modify or move the counter.

DIRECTORS REPORT -

Administrative:

- Library Cards: **2,113** patrons registered as of June 1, 2023. **6** new library cards since May's report.
- Audit was conducted on May 30th by Kayla from Wielkocz & Company. We will receive the final report once they have completed at Borough Hall.

Building:

- Fire Marshal Thomas stopped by the library to check on our fire extinguishers and exit lights. He said that we needed one more extinguisher because we added another room (back office) and that our exit light's backup battery was dead. North East Fire came in and supplied us with another extinguisher and mounted them on the wall for us. They also fixed the batteries in the exit signs.
- North East Fire came in and installed the smoke detectors into our new ceiling. They had to come back a second day to add another to replace the battery operated one in the new office with a hard wired one.
- Looking to possibly hire a moving company to move furniture and bookshelves so we have an exact day and time and can plan accordingly.

Strategic Plan:

- PCO #10 is for the Countertop in the programming room in the amount of \$2,516.91. There are two options for that and they both cost the same amount. #1 was to cut the countertop to the second window and reuse the cut piece to create a waterfall edge. #2 is

to reduce the depth of the countertop to 12". I personally do not like option #2 because you can't do much on a 12" countertop, plus we still wouldn't be able to open the window.

- Received Change Order #6 for the new circuit for the air conditioner in the director's office. We actually have a \$285.47 credit for the smoke alarms and water fountain. No money is owed for CO #6.

BCCLS:

- Attended System Council on June 15th at North Bergen Library. We voted South Orange Library into BCCLS. That should be finalized in January 2024. The replacement cost of hardcover books rose from \$30 to \$35. Sunsetting BCCLS COVID-19 Guidelines.
- Attended a meeting on ESL programming on June 23.

Website:

- Emily has created a teen volunteer page on our website. The page explains how the program works and the different activities that teens can do to participate.
- Emily has also created a page on our website for summer reading. People can register online and then come into the library to log their books and collect their prizes.
- I want to start up the Library Newsletter again that gets sent out to patron's emails. I will play around with Constant Contact and try and get that running again.

BCCLS Emails: BCCLS offers emails to all trustee members. Please let me know if you would like one.

May Program Highlights

- Kids Craft Hour: 16
- StoryTime: 118
- Toddler Time: 31
- Korean Book Club: 4
- ESL: 5
- Afternoon Book Club: 5
- Chair Yoga Class: 13
- Adult Arts & Crafts: 5
- Teen Board Game Night: 0

Upcoming Programs/Ideas

- Juvenile: Crafts: Every Wednesday
- Juvenile: Toddler Time: Every Monday
- Juvenile: Preschool Story Time: Every Thursday
- Juvenile: Story Time: Every Tuesday

- Juvenile: Teen Board Game Night: Every Thursday
- Adult: Korean Book Club
- Adult: Afternoon Book Club
- Adult: Evening Book Club
- Adult: Canvas Painting with Kari (Senior Center)
- Adult: ESL class
- Adult: Chair Yoga class (5/9, 5/16, 5/23, 6/13, 6/20, 6,27)
- Adult: Arts & Crafts
- Adult: Trivia Night

Friends of the Library Report

Oak tree printing is working on the design and pricing of Library Card/Member signs. Friends and Oak tree are working on a hard copy flyer to promote Sue the Birthday Fairy ongoing fundraiser. Friends purchased \$223.16 worth of children’s summer reading prizes and \$25 for adult reading prize. Friends sponsored the summer reading kick off party entertainment for \$350. 80 people in attendance.

Treasurer’s Report

In summary: Wages, Salaries, etc. are 8% under Budget (with pension contribution); Expenses are under Budget by 4% ; overall we are 6% under budget.

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

Northvale Library Expense account: \$65,209.48
 Northvale Library Capital Expense account: \$285,202.63 (includes ALSA's May invoice)

Reviewed the Town Engineers notes from January and ALSA's reply/compliance
 Reviewed photos for the entrance hallway
 Approved CO#6 for the renovation

ROLL CALL VOTES-

Resolved to approve the regular claims list for June in the amount of \$6,859.22:
 The resolution was adopted on a roll call vote as follows:

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

Resolved to approve the replenishment of petty cash in the amount of \$75.
 The resolution was adopted on a roll call vote as follows:

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

Resolved to approve the proposed change order to relocate and modify the countertop in the programming room.
 The resolution was adopted on a roll call vote as follows:

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

HEARING OF THE PUBLIC –

The meeting was opened to the public at 7:46 PM. With no one addressing the board the meeting was closed to the public at 7:46 PM

ADJOURNMENT

On motion made by Terri McKeever and seconded by Melissa Banzaca, the board, with all present being in favor, **voted to adjourn at 7:46 PM.**

Respectfully submitted

Melissa Banzaca, Secretary