

**Minutes
Regular Meeting of
The Northvale Library Board of Trustees
Wednesday, August 28, 2019
6:30 PM**

CALL THE MEETING TO ORDER –

STATEMENT -

President Staropoli called the meeting to order at 6:33 PM 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 –

Name	Present	Absent
Ms. Banzaca	X	
Mr. Kim	X	
Mr. Honey	X	
Mr. Pinajian		X
School librarian Ms. Nicolich		X
Ms. Staropoli	X	
Mayor Marana/ Councilman Tom Argiro	X	X
Mr. Porschen	X	

Also in attendance were Director Kelemen, Emily and Roy Sokoloski.

APPROVAL OF MINUTES

Resolved to approve the minutes from the July 2019 regular board meetings.

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

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Ms. Banzaca		X			
Mr. Kim	Second	X			
Mr. Honey		X			
Mr. Pinajian				X	
Ms. Nicolich				X	
Ms. Staropoli	Motion	X			
Mayor Marana				X	
Mr. Argiro		X			
Mr. Porschen		X			

GENERAL DISCUSSION –

Roy Sokoloski walked the board through the phase two documents which are currently in process. He estimated that the plans were at about 50% completion. Once complete bid documents will be available to send out to obtain contracts for work.

Director's Report

July 2019 Programs:

43 programs offered to community

624 people attended library programs in July 2019

Program/Event	Date	Children	Teens	Children/ Teens	Adults	Total	Department (Juv, YA, Adult)
Maker Mondays	7/1/2019	10	3	13	8	21	Juv
Chess Club	7/1/2019	4	2	6	2	8	Juv
Learn GO	7/1/2019	3	1	4	3	7	Juv/Adult
Story Time	7/2/2019	6	0	6	4	10	Juv
Reading Buddies	7/2/2019	3	3	6	3	9	Juv
A Universe of Crafts	7/2/2019	9	3	12	8	20	Juv
Stories from Around the Globe	7/3/2019	2	0	2	2	4	Juv
Maker Mondays	7/8/2019	10	3	13	10	23	Juv
Chess Club	7/8/2019	3	0	3	2	5	Juv
Learn GO	7/8/2019	0	1	1	1	2	Juv/Adult
Story Time	7/9/2019	5	0	5	6	11	Juv
Reading Buddies	7/9/2019	4	4	8	4	12	Juv
A Universe of Crafts	7/9/2019	11	3	14	8	22	Juv
STEM @ Camp	7/10/2019	30	0	30	10	40	Juv
Stories from Around the Globe	7/10/2019	7	0	7	4	11	Juv
Reading Buddies	7/11/2019	6	5	11	6	17	Juv
Teen Makerspace	7/11/2019	3	3	6	2	8	Juv
Canvas Painting	7/11/2019	0	0	0	10	10	Adult
Gaming Tournament	7/12/2019	4	5	9	6	15	Juv

Program/Event	Date	Children	Teens	Children/ Teens	Adults	Total	Department (Juv, YA, Adult)
Maker Mondays	7/15/2019	10	4	14	4	18	Juv
Chess Club	7/15/2019	3	2	5	2	7	Juv
Learn GO	7/15/2019	0	1	1	1	2	Juv
STEM @ Camp	7/16/2019	26	0	26	6	32	Juv
Story Time	7/16/2019	10	0	10	10	20	Juv
Reading Buddies	7/16/2019	5	5	10	5	15	Juv
Magic Workshop with Joe Fischer	7/16/2019	15	0	15	10	25	Juv
Music Together	7/17/2019	14	0	14	12	26	Juv
Stories from Around the Globe	7/17/2019	3	0	3	2	5	Juv
Reading Buddies	7/18/2019	7	7	14	6	20	Juv
ScienceTellers	7/18/2019	18	0	18	8	26	Juv
Teen Makerspace	7/18/2019	2	2	4	1	5	Juv
Maker Mondays	7/22/2019	5	0	5	4	9	Juv
Chess Club	7/22/2019	1	0	1	1	2	Juv
Learn GO	7/22/2019	0	1	1	1	2	Juv
Story Time	7/23/2019	10	0	10	7	17	Juv
Paper Quilling	7/23/2019	0	0	0	10	10	Adults
Reading Buddies	7/23/2019	3	2	5	3	8	Juv
Harry Potter Birthday	7/25/2019	12	4	16	10	26	Juv
Out of this World Magic Show	7/26/2019	30	2	32	19	51	Juv
Maker Mondays	7/29/2019	12	6	18	8	26	Juv
Learn GO	7/29/2019	0	1	1	1	2	Juv
Reading Buddies	7/30/2019	2	3	5	2	7	Juv
Healthy Snacks with Miss Jamie	7/30/2019	4	0	4	4	8	Juv
July 2019	Totals:	312	76		236	624	

Program highlights and upcoming

- Summer Reading Club “Universe of Stories” for Children and Teens was a big success, with impressive numbers: 145 children registered, 36 teens registered, 95 programs, 16 teen volunteers, 1,378 program attendees and 76, 872 total minutes read by children. Adults logged in 120 books read so far. Thank you Friends of the Northvale Library for generously sponsoring SRC programs and prizes for children and adults!
- Town Day table with Friends of the Library on September 7 with face painter and origami volunteers.
- Touch-a-Truck event tentatively scheduled for Friday, September 20 after school
- Co-sponsored Library/McGuire Senior Center concert on Sept. 25th at 1 pm: Great American Song Book (vocalist and piano keyboard)

Administrative

- Library Cards: 1,738 patrons registered as of August 23, 2019. 27 new registrations since the July report. This was a great month for new library cards!
- National Library Card Sign-Up Month (September)

Building

- Thank you DPW for disassembling bookcase in Adult Fiction room, moving to storage, and relocating bookcase to non-fiction/media room. The library has an additional space for quiet work in the Adult Fiction room.
- Received donation of two computer workstations from local company, Mitsui Foods, for Adult Fiction room.
- With the Board's permission, I would like to order an additional floptop table (30x60) with locking castors and six armless wooden chairs to match the table and chairs in non-fiction room from Library Interiors, Inc. The table and chairs have proven highly durable for our busy public library setting.

Strategic Plan

- Presentation by Roy Sokoloski, ALSA Architects: progress report on Proposed Improvement Plan. Phase 2: Design and Contract Documents
- Community Block Development Grant (CBDG)- ADA items
- Resolution establishing Capital Expense Plan and Reserving Funds

BCCLS

- Uniform Loans and Auto Renewals policy recommendation by Policies & Procedures Committee approved by BCCLS Executive Board on 8/7/19. To be voted on at System Council meeting in October.

Friends of the Library Report

The friends held their summer & sip at the American Legion. They were able to obtain a few new memberships. Shoprite & Dairy Queen donated to the event. The Friends are going to partner with the library for Town Day. 9/16 will be their first meeting and 10/22 is scheduled for the BCCLS breakfast for any friends/board members who wish to attend.

Treasurer's Report

Budget is at 62% of the total year which is on track for yearly spending.

ROLL CALL VOTES-

Resolved to approve the claims list for August 1st through the 15th in the amount of \$3534.51. The resolution was adopted on a roll call vote as follows:

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Ms. Banzaca		X			
Mr. Kim		X			
Mr. Honey	Second	X			
Mr. Pinajian Ms. Nicolich				X	
Ms. Staropoli	Motion			X	
Mayor Marana Mr. Argiro		x		X	
Mr. Porschen		X			

Resolved to approve petty cash for the month of June 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			
Mr. Kim	Second	X			
Mr. Honey		X			
Mr. Pinajian Ms. Nicolich				X x	
Ms. Staropoli		X			
Mayor Marana Mr. Argiro		X		X	
Mr. Porschen	Motion	X			

Resolved to approve the purchase of an additional floptop table (30x60) with locking castors and six armless wooden chairs from Library Interiors, Inc.:

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

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Ms. Banzaca	Motion	X			
Mr. Kim		X			
Mr. Honey		X			
Mr. Pinajian Ms. Nicolich				X X	
Ms. Staropoli		X			
Mayor Marana Mr. Argiro	Second	X		X	
Mr. Porschen		X			

Resolved to approve the establishment of a capital account:

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

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Ms. Banzaca	Motion	X			
Mr. Kim		X			
Mr. Honey		X			
Mr. Pinajian Ms. Nicolich				X X	
Ms. Staropoli		X			
Mayor Marana Mr. Argiro	Second	X		X	
Mr. Porschen		X			

Resolved to approve the continuation of a part time library assistant permanently to 17 hours:

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

Name	ACTIO N	YES	NO	ABSENT	ABSTAIN
Ms. Banzaca		X			
Mr. Kim		X			
Mr. Honey	Second	X			
Mr. Pinajian				X	
Ms. Nicolich				X	
Ms. Staropoli	Motion	X			
Mayor Marana				X	
Mr. Argiro		X			
Mr. Porschen		X			

HEARING OF THE PUBLIC –

The meeting was opened to the public at 7:50 pm. With no one in the audience the meeting was closed to the public at 7:50.

ADJOURNMENT

On motion made by Tina Staropoli and seconded by Melissa Banzaca, the board, with all present being in favor, **voted to adjourn at 7:51 PM**

Respectfully submitted

Melissa Banzaca, Secretary

Northvale Municipal Library Budget (2019)

Annual Budget :	%	\$ 329,819.17	Actual Expenses	Avg Per month	Actual	% of Budget
			YTD 8/28/19	Budget	Avg / Month thru 8/28/19	spent thru 8/28/19
Expenses:						
Wages & Salaries (incl SS, Pension, Health, temps)	58%	\$ 224,277.04	\$ 141,272.45	\$ 18,685.75	\$ 17,658.93	63%
Utilities, Insurance, building servio	2%	\$ 6,596.88	\$ -	\$ 545.70		
Books / Media & Programs	15%	\$ 49,472.88	\$ -	\$ 4,122.71		
BCCES	8%	\$ 26,385.53	\$ -	\$ 2,198.79		
Administrative fees (Service fees : Legal, Accounting,) (training)	2.5%	\$ 8,245.48	\$ -	\$ 687.12		
Supplies (copy machine, paper, pens, janitorial, etc.)	4.5%	\$ 14,841.86	\$ -	\$ 1,236.82		
Sub Tot Expenses:		\$ 105,541.13	\$ 62,685.32	\$ 8,755.18	\$ 7,823.17	50%
Total:	100%	\$ 329,819.17	\$ 203,856.77	\$ 17,484.93	\$ 15,481.10	62%