

**Minutes
Regular Meeting of
The Northvale Library Board of Trustees
Wednesday, March 27, 2019
6:30 PM**

CALL THE MEETING TO ORDER –

STATEMENT -

President Staropoli called the meeting to order at 6:36 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 – MOMENT OF SILENCE

President Staropoli asked all in attendance to rise and join her in a Salute to the Flag. President Staropoli asked all in attendance to remain standing and have a moment of silence for Baby Kash.

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 was Director Kelemen

APPROVAL OF MINUTES

Resolved to approve the minutes from the February 27th, 2019 regular board meeting which includes the budget.

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

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

Resolved to approve the executive minutes from the February 27, 2019 meeting.

The minutes were adopted on a roll call vote as follows

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

GENERAL DISCUSSION –

The board discussed the Trustees meeting that Mr. Kim and Ms. Banzaca attended. Trustee hours have been fulfilled for this year.

Director's Report

- **February 2019 Programs:**
 - **36 programs offered to community members of all ages**
 - **480 people of all ages attended library programs in February 2019**

Program/Event	Date	Children	Teens	Children/ Teens	Adults	Total	Department (Juv, YA, Adult)
Music Together	2/1/2019	7	0	7	7	14	Juv
Groundhog Day Craft & Story Time	2/2/2019	3	0	3	3	6	Juv
Northvale Pre-K Story Time	2/4/2019	15	0	15	2	17	Juv
Learn Basic Korean	2/5/2019	0	0	0	5	5	Adult
Lunar New Year Craft	2/5/2019	6	0	6	5	11	Juv
Coloring, Coffee, and Cookies	2/5/2019	0	0	0	1	1	Adult
ESL Conversation Class (Intermediate)	2/6/2019	0	0	0	4	4	Adult
ESL Beginner Class	2/6/2019	0	0	0	1	1	Adult
Braille	2/7/2019	4	0	4	1	5	Juv
Scratch Programming (Winter Session)	2/7/2019	0	5	5	0	5	YA
Gaming Tournament	2/8/2019	0	25	25	4	29	YA
Northvale Pre-K Story Time	2/11/2019	15	0	15	2	17	Juv
Heart Slime	2/13/2019	18	1	19	12	31	Juv
Magical Melodies	2/13/2019	3	0	3	3	6	Juv
DIY Candles & Shea Butter	2/14/2019	0	0	0	8	8	Adult
Valentine's Day	2/14/2019	12	2	14	10	24	Juv
Artistically Abled	2/16/2019	9	0	9	4	13	Juv
Central Park (Part 2)	2/16/2019	0	0	0	11	11	Adult
Learn Basic Korean	2/19/2019	0	0	0	6	6	Adult
L O V E Canvas Painting	2/19/2019	13	0	13	10	23	Juv
Adult Book Club	2/19/2019	0	0	7	0	7	Adult
Magical Melodies	2/20/2019	18	0	18	20	38	Juv
Gaming Tournament	2/20/2019	0	20	20	5	25	YA
Northvale Pre-K Story Time	2/25/2019	15	0	15	1	16	Juv
Cat in the Hat craft	2/25/2019	5	1	6	6	12	Juv
Healthy Eating	2/25/2019	3	0	3	3	6	Juv
Learn Basic Korean	2/26/2019	0	0	0	5	5	Adult
Green Eggs & Ham Craft	2/26/2019	3	0	3	2	5	Juv
Canvas Painting	2/26/2019	0	0	0	12	12	Adult
Drawing Workshop	2/26/2019	7	0	7	2	9	Juv
Magical Melodies	2/27/2019	20	0	20	15	35	Juv
Painting with Wacky Tools	2/27/2019	10	0	10	5	15	Juv
Who Was Book Club	2/27/2019	2	0	2	2	4	Juv
DIY Cricut: T-shirt	2/28/2019	0	0	0	5	5	Adult

Program/Event	Date	Children	Teens	Children/ Teens	Adults	Total	Department (Juv, YA, Adult)
Passive Program: #loveyourlibrary	2/28/2019					22	Adult, Juv, YA
Passive Program: Blind Date	2/28/2019	10	2	12	15	27	Adult, Juv, YA
Feb-19					TOTAL	480	

Scratch Programming (Winter Session) was very well received by Northvale young adults. A special thank you to our Library Associate, May Kwon, for providing extra administrative support to ensure the success of this program. Northvale Library is fortunate to have talented local instructors, like Chris Png, to enable our STEM programming. Png, an electrical engineer and graduate of Carnegie Mellon University will be teaching a 4 week STEM series of Tinkercad/3d printing classes in March for 5th-12th graders.

Administrative

- Library Cards: 1,608 patrons registered as of February 22, 2019. 14 new registrations since the January report.
- Jennifer is gathering and finalizing data for 2018 NJ Public Library Statistical Report to submit to NJ State Library by March deadline.

Building

- Notified DPW of two areas of water on ground in basement on Feb. 7 and Feb. 21. DPW looking into it.

Staff Development

- Staff training, *Checking Out Autism—How to Effectively Communicate and Interact With Individuals With Autism* was held on Tuesday, February 5th at 12:00 p.m. Heart To Heart and Associates, LLC conducted the training. Staff was offered a highly informative and engaging afternoon of helpful communication techniques, resources, and best practices to implement at the library.
- Police Chief William Essmann will offer an emergency preparedness and procedures training for library staff in early spring to be held at the library.

BCCLS

- The BCCLS office will be moving to their new headquarters, 21-00 Rte. 208 in Fair Lawn, NJ by March 31, 2019. BCCLS relocated their telecom and servers to the new office in Fair Lawn over President's Day weekend.
- New BCCLS Delivery service will be up and running by June 30, 2019.
- Made offers on 2 warehouse spaces.
- BCCLS is finalizing their new delivery bin order this week.
- Beginning in-person interviews for Delivery Driver positions.

- BCCLS Executive Director, Dave Hansen, met with Jennifer on February 6th at the library for a talk and tour of the Northvale Public Library, as part of his 77 BCCLS site visit tour.
- BCCLS is in the process of creating a new strategic plan throughout 2019. They will be scheduling focus group meetings for directors, front line staff, and trustees.

Trustee Education

- New Jersey Library Trustee Association offering, *What Every Library Trustee Needs to Know-Now!* at Wayne Public Library from 9:30-3:30 on March 16th. (handout provided).

Strategic Plan

- Architect Roy Sokoloski will be sharing preliminary ideas for improving the library's current space with Northvale Library's Strategic Planning Committee in the coming weeks. Our Feb. 20th meeting was postponed due to weather.

Community

- **Senior Center:** The Library and Senior Center have an afternoon concert scheduled for Wednesday, April 10th at 1pm at the Senior Center. *One Fine Tapestry: A Carole King Tribute* by Diane and Gerard Barros, a husband and wife, keyboard and guitar music duo from Closter. All adults are welcome to attend and enjoy light refreshments during the concert.
- **Friends of the Northvale Library:** Friends held a Book Sale at the library on Saturday, February 9 from 9AM-3PM with a preview night for members on Thursday, February 7. The sale was well received by the community, and all remaining books and dvds were donated to various community organizations in need such as Boys & Girls Club of Passaic. Thank you, Friends for coordinating with the library. Friends are generously sponsoring the following passes for Northvale library cardholders in 2019: Bergen County Zoo, Newark Museum, Storm King Art Center, and Empire Pass.
- **Food Pantry of Norwood:** The Food Pantry reached out to request assistance from the Northvale Library in replenishing the stock on the Food Pantry shelves. On Saturday, March 23rd during the library's annual NJ Maker's Day, program participants are encouraged to bring non-perishable items to the library to help the Food Pantry of Norwood.

Friends of the Library Report

n/a

Treasurer's Report

n/a

ROLL CALL VOTES –

Resolved to approve the claims list for the month of February in the amount of \$6287.25

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				X	
Mr. Pinajian				X	
Ms. Nicolich				X	
Ms. Staropoli	second	X			
Mayor Marana	Motion	X			
Mr. Argiro					
Mr. Porschen				X	

Resolved to approve to go into executive session for personnel and policy discussion with the understanding that we will definitely be taking action when we go back into open session:

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

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

At 7:54 the board came back into public session.

Resolved to adopt the health insurance waiver resolution from the Mayor and Council March 2019 meeting.

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

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

Resolved to approve Jennifer Kelemen to participate in the health insurance waiver which will apply retroactively as of January 1st for a total of \$5,000

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				X	
Ms. Nicolich				X	
Ms. Staropoli	Motion	X			
Mayor Marana		X			
Mr. Argiro					
Mr. Porschen				X	

Resolved to approve a salary increase for May Kwon to \$17.50 an hour.

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				X	
Ms. Nicolich				X	
Ms. Staropoli	Motion	X			
Mayor Marana		X			
Mr. Argiro					
Mr. Porschen				X	

HEARING OF THE PUBLIC –

The meeting was opened to the public at 7:58 pm. With no one in the audience the meeting was closed to the public at 7:58.

ADJOURNMENT

On motion made by Tina Staropoli and seconded by Mike Kim, the board, with all present being in favor, **voted to adjourn at 7:58PM**

Respectfully submitted

Melissa Banzaca, Secretary