

**Minutes  
Regular Meeting of  
The Northvale Library Board of Trustees  
Wednesday, June 24, 2020  
6:30 PM**

**CALL THE MEETING TO ORDER –**

**STATEMENT -**

President Staropoli called the meeting to order at 6:34 PM. The meeting was held entirely through the Zoom app so board members and members of the public could attend remotely.

**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		Via zoom
Mr. Kim	X		Via zoom
Mr. Honey	X		Via Zoom
Mr. Pinajian School librarian Ms. Nicolich	X	X	
Ms. Staropoli	X		Via Zoom
Mayor Marana/ Councilman Tom Argiro	X		Via Zoom
Ms. McKeever	X		Via Zoom

Also in attendance Director Kelemen and Emily Pepe via Zoom.

## APPROVAL OF MINUTES

Resolved to approve the minutes from the May 27, 2020 regular board meeting.

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 Ms. Nicolich		X		X	
Ms. Staropoli	motion	X			
Mayor Marana Mr. Argiro		X			
Ms. McKeever		X			

## GENERAL DISCUSSION –

Director Keleman shared with the board the information she received on state guidelines for library openings. Bccls guidelines to support this will be forthcoming. As for the Northvale library there will still be no in person programming. Director Kelemen will be putting together a reopening plan that works for our library size and keeps staff and the public safe. These include limited hours, no interlibrary loans, masks required for public and provided for staff and additional cleaning. Curbside pickup is working well and we will keep this open as an alternative. We will review in more detail during the Director's Report.

## Director's Report

Program highlights and upcoming

- The virtual Summer Reading Club (SRC), "Imagine Your Story," is on from June 15 through August 8. This summer's community reading goal is 2,020 books! Readers have begun logging books they have read through the library's interactive reading challenge software, Beanstack for Libraries.
- A summer calendar full of fun, virtual programs is available on the library's website, northvalelibrary.org
- SRC teen volunteering is virtual –with an online application form through Youth Services. The weekly dance class offered by teen volunteer Shama is off to a great start.
- Thank you Friends of the Northvale Library for generously sponsoring the library's Summer Reading Club virtual programs and prizes for all!
- The Northvale Library & Friends of Library 5<sup>th</sup> anniversary video was a hit. Thanks to all who sent video clips and pictures and a big thanks to Emily for editing and creating the video for viewing on the website.

- Weekly ESL conversation class for adults was offered on a volunteer basis by instructor Antonio Brugnoli from mid-March 2020-June 2020. Class will break for the summer.
- Northvale canvas paint instructor, Kari Sedano is donating her time and talent for a virtual art class “Flow Painting” for adults and teens on 6/25.
- Northvale Friend of the Library, Steve Jackson, is donating his time and talent for a virtual home beer brewing demonstration for adults on July 14.

#### Administrative

- Library Cards: 1,807 patrons registered as of June 19, 2020. 5 new cards issued since the May report.
- May 2020 Northvale eBCCLS circulation: 333 borrows as compared to May 2019 eBCCLS circulation: 194 borrows; Northvale eBCCLS circulation is up 72%
- Hoopla borrowing is up 29% in May 2020 compared with May 2019
- Curbside pickup begins June 22, 2020: Monday-Thursday 10:30-5:30pm; Friday: 10:30-4:30pm; Northvale library items to Northvale library patrons only at this time. Friends of the Library generously donated Friends tote bags for holds pickup!
- Library remains closed to the public under Executive Order 107.

#### BCCLS

- BCCLS System Council met virtually on June 18, 2020.
- MeeScan mobile self-check out app will be available to all BCCLS Libraries at no cost for one year through use of the BCCLS Innovation Fund. Individual BCCLS libraries may choose to register for free through BCCLS to use MeeScan when the BCCLS one year license begins (start date TBD). After the one year period has concluded, the service will be evaluated as a potential opt-in, additional cost service for BCCLS member libraries. MeeScan, created by Bintec Library Services, is a mobile app for Android and Apple devices free to patrons which allows them to connect to a library’s ILS and borrow an item using their own device. Patrons go to the shelf and use their built-in smartphone cameras to scan item barcodes.
- Director Keleman shared with the board that BCCLS has offered their system libraries the use of the MeeScan app to help avoid contact while checking out books. BCCLS surveyed 3-4 different companies. The libraries do not have to sign up and can opt in if they want this service for their library. BCCLS is covering the cost for the first year. The board and Director Kelemen will evaluate the app’s usage a few months before we renew to evaluate whether this service will be beneficial for our library going forward.
- BCCLS Return & Delivery Procedures need to be followed uniformly by all member libraries. Items need to be quarantined in a designated spot for 72 hours before they are picked up by BCCLS Delivery at sending library and for 72 hours after BCCLS delivers to receiving library.
- BCCLS continues updating and supporting library administration/staff via email and remote meetings.

### Friends of the Library Report

The friends miss the library and staff. They have donated a few hundred bags to be used for curbside pickup. For the summer reading program prized the friends have donated 8 \$25 gift cards for adults and 10 \$10 gift cards for kids. Some of the friends are volunteering with online programming and classes.

### Treasurer's Report

Current Budget is at 41% spent at the 6 month mark (9% under). Regular account balance is \$91,907.70. Capital account balance is \$94,687.05. We still have a balance of \$15k that is owed to the library from last year which should be approved to be sent after the July Borough Meeting.

### ROLL CALL VOTES-

Resolved to approve the claims list for April in the amount of \$3,295.78:

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 Ms. Nicolich		X		X	
Ms. Staropoli	second	X			
Mayor Marana Mr. Argiro	motion	X			
Ms. McKeever		X			

Resolved to approve signing up for MeeScan for BCCLS cardholders visiting the Northvale Library at no cost to the library for one year.

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			
Ms. McKeever		X			

Resolved to approve the Northvale Library to follow phase 3 & 4 state guidelines for opening and operating of the library.

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. Kim		X			
Mr. Honey	second	X			
Mr. Pinajian				X	
Ms. Nicolich				X	
Ms. Staropoli	motion	X			
Mayor Marana		X			
Mr. Argiro					
Ms. McKeever		X			

**HEARING OF THE PUBLIC –**

The meeting was opened to the public at 7:44m. With no one from the public in attendance the meeting was closed to the public at 7:44 pm.

**ADJOURNMENT**

On motion made by Tina Staropoli and seconded by Melissa Banzaca, the board, with all present being in favor, **voted to adjourn at 7:45 PM**

Respectfully submitted

Melissa Banzaca, Secretary