

**MINUTES**  
**Regular Meeting of**  
**The Northvale Library Board of Trustees**  
**Wednesday, August 26, 2015**  
**6:30 PM**

**CALL THE MEETING TO ORDER –**

President Porschen called the meeting to order at 6:34 PM in the conference room on the 2<sup>nd</sup> floor of the borough hall located at 116 Paris Avenue, Northvale, New Jersey 07647.

**STATEMENT -**

President Porschen stated

*“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>
Mr. DeLisio	X	
Mr. Devlin	X	
Mr. Honey	X	
Mr. Pinajian		X
Ms. Staropoli	X	
Mayor Piehler	X	
Mr. Porschen	X	

Also in attendance was Library Director Ellen O’Keefe

**ROLL CALL VOTE –**

Resolved to approve the minutes from the July 22, 2015 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>
Mr. DeLisio		X			
Mr. Devlin					X
Mr. Honey		X			
Mr. Pinajian				X	
Ms. Staropoli	MOTION	X			
Mayor Piehler		X			
Mr. Porschen	SECOND	X			

## GENERAL DISCUSSION –

The board discussed the advantages of having bills and payments go through the library instead of the borough but keeping payroll still through the borough.

The board discussed hiring an existing library employee (Michele Albanese) for an additional 3-5 hours a week to do book keeping. She will be trained on quickbooks

### Director's report:

There was a \$250 Donation from Mr. Rudy Argenti :“Biblio Tech. Why Libraries Matter More Than Ever in the Age of Google” was purchased at his suggestion. A Thank you letter was sent.

Facility updates from the Director:

- Software: Microsoft Office Suite (Excel, Word & PowerPoint) were installed on all computers. Publisher installed on Staff PCs (Publisher is not available for MacIntosh). Software remains in place indefinitely; may be eligible for free Microsoft upgrade within year of purchase.
- Outdoor Library Sign above main door is warping and exposed wood needs weatherproofing.
- Staff room door: \$47 for a panel door plus labor charges from DPW
- Front door: is rusting. Recommend replacing.

Director O'Keefe updated the board on the summer reading program and the circulation stats. A children's author will be visiting the library in September.

## ROLL CALL VOTES

Resolved to approve the claims list of invoices totaling \$2329.91 for this past month

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

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Mr. DeLisio		X			
Mr. Devlin		X			
Mr. Honey		X			
Mr. Pinajian				X	
Ms. Staropoli	MOTION	X			
Mayor Piehler		X			
Mr. Porschen	SECOND	X			

Resolved to approve the amount of \$50.00 for a petty cash fund

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>
Mr. DeLisio		X			
Mr. Devlin	SECOND	X			
Mr. Honey		X			
Mr. Pinajian				X	
Ms. Staropoli	MOTION	X			
Mayor Piehler		X			
Mr. Porschen		X			

Resolved to approve a one time January payment each year to pay BCCLS in full to save 4% of the fee; as long as the funds are available.

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>
Mr. DeLisio	SECOND	X			
Mr. Devlin		X			
Mr. Honey		X			
Mr. Pinajian				X	
Ms. Staropoli	MOTION	X			
Mayor Piehler		X			
Mr. Porschen		X			

Resolved to approve the reimbursement of \$177.83 to Ellen O'Keefe for library supplies.

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>
Mr. DeLisio		X			
Mr. Devlin	SECOND	X			
Mr. Honey		X			
Mr. Pinajian				X	
Ms. Staropoli	MOTION	X			
Mayor Piehler		X			
Mr. Porschen		X			

Resolved to approve the hiring of Michele Albanese for an additional 3 -5 hours a week for bookkeeping, starting in October, 2015

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>
Mr. DeLisio		X			
Mr. Devlin	SECOND	X			
Mr. Honey		X			
Mr. Pinajian				X	
Ms. Staropoli	MOTION	X			
Mayor Piehler		X			
Mr. Porschen		X			

Resolved to approve five hours of training at \$50 per hour; not to exceed \$250 to train Michele Albanese by Lisa Hortan of the Solaman Office Solutions in Rockland County.

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>
Mr. DeLisio	SECOND	X			
Mr. Devlin		X			
Mr. Honey		X			
Mr. Pinajian				X	
Ms. Staropoli	MOTION	X			
Mayor Piehler		X			
Mr. Porschen		X			

Resolved to approve the prepayment for Verizon and Optimum bills from September through December of 2015 from the library board bank account

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>
Mr. DeLisio		X			
Mr. Devlin	SECOND	X			
Mr. Honey		X			
Mr. Pinajian				X	
Ms. Staropoli	MOTION	X			
Mayor Piehler		X			
Mr. Porschen		X			

**HEARING OF THE PUBLIC –**

President Porchen opened the meeting to the public at 7:32 PM

**Public Comment**

No one addressed the board and President Proschon declared the public comment portion of the meeting closed.

The board, upon the following roll call vote, resolved to go into executive session at 7:33 pm to discuss personnel issues (President Porschen excused Mr. DeLisio at 7:33 upon going into executive session)

<b>Name</b>	<b>ACTION</b>	<b>YES</b>	<b>NO</b>	<b>ABSENT</b>	<b>ABSTAIN</b>
Mr. DeLisio		X			
Mr. Devlin		X			
Mr. Honey		X			
Mr. Pinajian				X	
Ms. Staropoli		X			
Mayor Piehler	MOTION	X			
Mr. Porschen	SECOND	X			

The board resumed the public meeting at 7:38 pm with the same trustees present except for Mr. DeLisio who was excused before going into executive session. No action was taken by the board in executive session.

**ROLL CALL VOTES-**

Resolved to approve the suggested revision from Director O’Keefe for the additional sick days and vacation days to be added to the Personnel Manual

The resolution was voted down 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>
Mr. DeLisio				X	
Mr. Devlin			X		
Mr. Honey			X		
Mr. Pinajian				X	
Ms. Staropoli	SECOND		X		
Mayor Piehler			X		
Mr. Porschen	MOTION		X		

**ADJOURNMENT**

On motion made by Mr. Devlin and seconded by Mr. Porschen, the board, with all present being in favor, **voted to adjourn at 7:41 PM**

Respectfully submitted

Tina Staropoli, Secretary