

**Minutes  
Regular Meeting of  
The Northvale Library Board of Trustees  
Wednesday, January 22, 2020  
6:30 PM**

**CALL THE MEETING TO ORDER –**

**STATEMENT -**

President Staropoli called the meeting to order at 6:34 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 –**

| <b>Name</b>                                   | <b>Present</b> | <b>Absent</b> |
|---|----------------|---------------|
| Ms. Banzaca                                   | X              |               |
| Mr. Kim                                       | X              |               |
| Mr. Honey                                     | X              |               |
| Mr. Pinajian<br>School librarian Ms. Nicolich | X              | X             |
| Ms. Staropoli                                 | X              |               |
| Mayor Marana/<br>Councilman Tom Argiro        | X              | X             |
| Mr. Porschen                                  | X              |               |

Also in attendance: Director Kelemen and John Hogan.

## APPROVAL OF MINUTES

Resolved to approve the minutes from the December 2019 regular board meeting and executive session.

The minutes were 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<br>Ms. Nicolich |        | X   |    |        |         |
| Ms. Staropoli                | motion | X   |    |        |         |
| Mayor Marana<br>Mr. Argiro   |        | X   |    |        |         |
| Mr. Porschen                 |        | X   |    |        |         |

## OATH OF ALLEGIANCE-

John Hogan stepped in to read the oath of allegiance as Mayor Marana was sick.  
Mrs. Terri McKeever is replacing Drew Porchen with a 4 year term ending in 2023.  
Jim Honey was also sworn in with renewed 5 year term ending in 2024.

## GENERAL DISCUSSION –

Drew Porschen wanted to thank the library board for their work saying he knows the library is in good hands and enjoyed his time serving on the Northvale library board.

## Director's Report

### December 2019 Programs:

**23 programs offered to community**

**408 people attended library programs in December 2019**

| Program/Event             | Date       | Children | Teens | Children/<br>Teens | Adults | Total | Department<br>(Juv, YA,<br>Adult) |
|---------------------------|------------|----------|-------|--------------------|--------|-------|-----------------------------------|
| Story Time                | 12/2/2019  | 6        | 0     | 6                  | 4      | 10    | Juv                               |
| Northvale Pre-K 3         | 12/2/2019  | 5        | 0     | 5                  | 1      | 6     | Juv                               |
| Adult Book Club           | 12/3/2019  | 0        | 0     | 0                  | 3      | 3     | Adults                            |
| ESL Conversation<br>Class | 12/5/2019  | 0        | 0     | 0                  | 7      | 7     | Adults                            |
| Music With Miss Nita      | 12/6/2019  | 10       | 0     | 10                 | 10     | 20    | Juv                               |
| Northvale Pre-K 4         | 12/9/2019  | 10       | 0     | 10                 | 1      | 11    | Juv                               |
| Mosaic Snowman            | 12/9/2019  | 12       | 0     | 12                 | 9      | 21    | Juv                               |
| Story Time                | 12/10/2019 | 7        | 0     | 7                  | 5      | 12    | Juv                               |
| Magical Melodies          | 12/11/2019 | 15       | 0     | 15                 | 12     | 27    | Juv                               |
| ESL Conversation<br>Class | 12/12/2019 | 0        | 0     | 0                  | 14     | 14    | Adults                            |
| Cookie Decorating         | 12/12/2019 | 36       | 0     | 36                 | 29     | 65    | Juv                               |

| Program/Event                         | Date          | Children   | Teens     | Children/<br>Teens | Adults     | Total      | Department<br>(Juv, YA,<br>Adult) |
|---------------------------------------|---------------|------------|-----------|--------------------|------------|------------|-----------------------------------|
| Winter Board Painting                 | 12/12/2019    | 0          | 0         | 0                  | 12         | 12         | Adults                            |
| Northvale Pre-K 4                     | 12/16/2019    | 10         | 0         | 10                 | 1          | 11         | Juv                               |
| Menorah Craft                         | 12/16/2019    | 10         | 0         | 10                 | 7          | 17         | Juv                               |
| Story Time                            | 12/17/2019    | 7          | 0         | 7                  | 5          | 12         | Juv                               |
| Northvale Pre-K 3                     | 12/17/2019    | 5          | 0         | 5                  | 1          | 6          | Juv                               |
| Magical Melodies &<br>Bendy Bookworms | 12/18/2019    | 12         | 0         | 12                 | 10         | 22         | Juv                               |
| Book Club                             | 12/18/2019    | 4          | 0         | 4                  | 1          | 5          | Juv                               |
| ESL Conversation<br>Class             | 12/19/2019    | 0          | 0         | 0                  | 11         | 11         | Adults                            |
| Ornaments Craft                       | 12/19/2019    | 20         | 0         | 20                 | 15         | 35         | Juv                               |
| Grinch Wreath                         | 12/19/2019    | 0          | 9         | 9                  | 5          | 14         | YA                                |
| Music With Miss Nita                  | 12/20/2019    | 17         | 0         | 17                 | 16         | 33         | Juv                               |
| Grinch-y Slime                        | 12/20/2019    | 15         | 4         | 19                 | 15         | 34         | Juv/YA                            |
| <b>December 2019</b>                  | <b>Totals</b> | <b>201</b> | <b>13</b> |                    | <b>194</b> | <b>408</b> |                                   |

#### Program highlights and upcoming

- “Food for Fines” for December collected over 150 nonperishables which were donated to Norwood Food Pantry; patron and pantry response was positive
- \*Pending Board approval, the library will host a “Food for Fines” in February 2020 benefiting St. Anthony’s Food Pantry in Northvale; thanks Kathy Brunet of Friends of Library for suggesting! Their pantry was thankful to have the library reach out.
- Children, Young Adults, and Adults will be treated to a month-long “Blind Date with A Book” in February, with chances to win prizes.
- Look for special Love Your Library bulletin display. Thank you Youth Services Associate Librarian for cozying up the library!
- Crafty, tasty, musical and gaming fun-filled Winter Break week for children/youth.
- Coding with Ozobots 2 part series for 4<sup>th</sup>- 8<sup>th</sup> graders in February
- Read Across America Day is scheduled for Monday, March 3<sup>rd</sup> afterschool with a couple surprise community readers!
- Annual Makers Day scheduled for Saturday, March 21<sup>st</sup>. Planning is in progress.
- Cookie Decorating was a big success during the holidays as were the many crafts and music programs
- Adults particularly enjoyed the winter board painting workshop and ESL classes in December.
- “Forever Judy and The Wizard of Oz” library concert was well received with 70 attendees at McGuire Memorial Senior Center on January 16<sup>th</sup>. Thank you Sr. Center for another entertaining and educational quarterly musical collaboration.
- **Annual program attendance was up 16.9% in 2019 (6,313 attendees) as compared to 2018 (5,400 attendees)!**

## Administrative

- Library Cards: 1,780 patrons registered as of January 17, 2020. 4 new library card registrations since the December report.
- Loan periods and renewals for Northvale items comply with new BCCLS Unified Loans and Renewals policy, well ahead of Feb. 14<sup>th</sup> deadline. Thank you Library Associate, May for training and making the bulk changes to Northvale's record sets.
- Media project: Relabeling of individual DVD item stickers, reflective of new uniform loan period of 14 days in Adult and Juvenile collections, near completion to meet new BCCLS uniform loan policies. Thank you to a team-wide effort by all library assistants and teen volunteer to make this happen so efficiently!
- NJ State Aid annual report opened online this month. Director commencing work to complete by March deadline.
- Library's individual tax-exempt Amazon business account established on 1/7/20.
- Bookkeeper generated and mailed all tax forms for 2019.
- **December 2019's monthly circulation (2,438) as compared to December 2018's monthly circulation (1,773) -a 37.5% increase!**

## Personnel

- \*Part Time Library Assistant annual evaluation

## Strategic Planning

- ALSA Architects is finalizing bid documents, plans, and specifications for Northvale Library Interior Renovation, which provides upgrades for better functioning of the library's existing space, for an anticipated early February 2020 Notice to Bidders.

## Building

- Thanks to DPW for thoroughly securing an adult fiction bookshelf to wall near front entrance.

## BCCLS

- BCCLS Bylaws Certification approval by Board
- BCCLS System Council Meeting on December 19 at Washington Township Library- BCCLS Macmillan Ebooks boycott; Vote passed
- Unified Loans & Auto Renewals going live system-wide on Feb. 14, 2020; BCCLS Policies & Procedures Committee provided membership with flyer to help patrons and staff better understand auto renewal. Handing out at circulation desk.
- New BCCLS staff page - My BCCLS went "live" on 1/15/2020.

### Friends of the Library Report

At the next meeting the group plans to discuss museum passes to purchase/offer for the 2020 year. They also would like a wish list from Jennifer and Emily so they can allocate funds to purchase items for the library.

### Treasurer's Report

The balance in the regular account is \$97,000.

The balance in the capital account is \$100,000.

### ROLL CALL VOTES-

Resolved to approve the claims list for January in the amount of \$12,604.16:

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   |    |        |         |
| Ms. McKeever  |        | X   |    |        |         |

Resolved to approve the offices and committees of the Northvale Library Board for 2020.

President- Tina Staropoli

Vice President- Mike Kim

Secretary- Melissa Banzaca

Treasurer- Jim Honey

Personnel Committee- Ms. Staropoli, Mr. Pinajian, Ms. McKeever

Operations Committee- Ms. Banzaca, Ms. Staropoli

Facility Committee- Ms. Banzaca, Ms. Staropoli, Mr. Kim

Budget and Finance Committee- Mr. Honey, Mayor Marana, Ms. McKeever

Strategic Planning Committee- Ms. Banzaca, Mr. Kim, Mayor Marana

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

Resolved to approve Food for Fines in February with donations going to St. Anthony's pantry.

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   | Motion        | X          |           |               |                |
| Mr. Kim       |               | X          |           |               |                |
| Mr. Honey     |               | X          |           |               |                |
| Mr. Pinajian  |               |            |           |               |                |
| Ms. Nicolich  |               | X          |           |               |                |
| Ms. Staropoli |               | X          |           |               |                |
| Mayor Marana  |               |            |           |               |                |
| Mr. Argiro    | Second        | X          |           |               |                |
| Ms. McKeever  |               | X          |           |               |                |

Resolved to go into executive session to discuss the annual review of a Marcia Pacheco.

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       | Second        | X          |           |               |                |
| Mr. Honey     |               | X          |           |               |                |
| Mr. Pinajian  |               |            |           |               |                |
| Ms. Nicolich  |               | X          |           |               |                |
| Ms. Staropoli | motion        | X          |           |               |                |
| Mayor Marana  |               |            |           |               |                |
| Mr. Argiro    |               | X          |           |               |                |
| Ms. McKeever  |               | X          |           |               |                |

The board resumed the public meeting at 7:36 pm with the same trustees present. No action was taken by the board in executive session.

Resolved to approve a salary increase to \$14.50 for a library assistant based on her annual review.

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

**HEARING OF THE PUBLIC –**

The meeting was opened to the public at 7:37pm. With no one from the public in attendance the meeting was closed to the public at 7:37 pm.

**ADJOURNMENT**

On motion made by Tina Staropoli and seconded by Tom Argiro, the board, with all present being in favor, **voted to adjourn at 7:38 PM**

Respectfully submitted

Melissa Banzaca, Secretary