

**Minutes  
Regular Meeting of  
The Northvale Library Board of Trustees  
Wednesday October 22<sup>nd</sup>, 2025  
6:30 PM**

**CALL THE MEETING TO ORDER –**

**STATEMENT -**

President Staropoli called the meeting to order at 6:30 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**

Vice President McKeever 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	
Ms. Lucas		X	
Mr. Honey	X		
Mr. Pinajian School librarian Ms. Nicolich	X		
Ms. Staropoli	X		
Mayor McGuire/ Councilwoman Fernandez	X		
Ms. McKeever	X		

Also in attendance: Director Magielnicki

## APPROVAL OF MINUTES

Resolved to approve the minutes (with edits) from the September 24<sup>th</sup>, 2025 regular board meeting. The minutes were adopted on a roll call vote as follows:

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Ms. Banzaca				X	
Ms. Lucas				X	
Mr. Honey	Second	X			
Mr. Pinajian					
Ms. Nicolich		X			
Ms. Staropoli		X			
Mayor McGuire	Motion	X			
Ms. Fernandez					
Ms. McKeever		X			

## GENERAL DISCUSSION –

### Director’s Report

#### Administrative:

- 1,953 registered Northvale Library cardholders as of October 1st. 12 new cards were made in the month of July.

#### Building:

- Mario from MC Glass said that the equipment that their supplier uses to make the parts is being repaired right now. He will keep me updated on the situation.
- DPW came out to look at the front steps. They will be getting us a rubber mat to protect against the pooling of water as a temporary fix.

#### Budget:

- The 1/3 mill spreadsheet came out from the State Library. We should be receiving \$489,866 in 2026. It went up about 13.50% from this year which is \$431,605. Just be aware that this number can change between now and the end of January.
- We received the Audit Draft. The notes are the same from last year.

#### School:

- I met with Jung Kim, the director of the Christian School in Northvale. We introduced ourselves and are seeing if there is anything that we can partner up on.
- Tina Lanciotti from the Public School ran a program at the library where students made fairy/gnome doors. She is planning another program with us on Yoga.

#### Books:

- Baker & Taylor, where we order our books from, has announced that they are closing its doors. I have looked into other vendors but in the meantime we are ordering from Amazon.
- Amazon does not process our books and we need all hands on deck to place covers and spine labels on our books. I think we need to have a staff meeting to train everyone on this process.

**Training:**

- I will be taking a Discipline and Grievance Process training on Thursday, October 16th at Bergen County Community College. The Library Administration, Management & Personnel Committee through BCCLS has organized it.
- Emily will be at the Wycoff Library on Friday, October 17th for the Youth Services Bootcamp meeting on vendors/performers.

**September Program Highlights:**

- Craft Hour: 44
- Toddler Time: 30
- Story Time: 42
- Korean Book Club: 4
- Evening Book Club: 5
- Painting with Kari: 12
- ESL: 16
- Teen Dungeons and Dragons: 13
- Ms. Nita: 123
- Movie Matinee: 2
- Kids Snack Class: 14
- Adult Arts & Crafts: 7

**Upcoming Programs/Ideas**

- Juvenile: Crafts
- Juvenile: Toddler Time
- Juvenile: Preschool Story Time
- Juvenile: Story Time
- Juvenile: Tween Craft
- Juvenile: Book Club
- Juvenile: Homework Help
- Juvenile: Dungeons and Dragons
- Family: Family Puzzle Night
- Adult: Korean Book Club
- Adult: Evening Book Club
- Adult: Canvas Painting with Kari
- Adult: ESL class
- Adult: Arts & Crafts
- Adult: Movie Matinee
- Adult: Shoprite Dietitian
- Adult: Jack the Ripper Presentation-Halloween
- Adult: Needle Felting
- Adult: Candle Making
- Adult: Wonder Trio Band
- Adult: Wine Glass Painting
- Adult: Pinecone Wreaths
- Adult: DIY Kimbap

**Friends of the Library Report**

N/A

**Treasurer’s Report**

In summary, the report indicates the Library is 10% under budget through the first ten months of 2025 (same as prior 2 months)

Bank Balances as of the end of September 2025 are as follows:  
 Library Operating Expense account: \$98,849.13 (incl uncleared checks)  
 Library Capital Expense account: \$ 110,767.09 (incl uncleared check)

Agenda Review notes:

- \* Budget vs Actual report -- wages and salaries are actual through Oct 15 (balance of Oct estimated)
- \* Wages & Salaries (including pension) are 5% under budget.
- \* Review -- budget vs actual for Books Media Programs is under budget 34%..
- \* Received a check from NJ State Library for \$2578 -- deposited in expense account on Oct 16.
- \* Capital Expense account as of Sept. the account has earned \$ 824.76- Note: a document fee of \$3 dollars per month will be assessed for paper statements. -- to date no change to the 3% interest rate.
- \* the new money market capital expense account name has been changed to "Northvale Municipal Library Capital Expense Account" -

\* Note: Kearny Bank Northvale Branch is now closed -- Accounts will be serviced at the Old Tappan Branch

**ROLL CALL VOTES-**

Resolved to approve the regular claims list for October in the amount of \$15,819.34.

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

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Ms. Banzaca				X	
Ms. Lucas				X	
Mr. Honey	Second	X			
Mr. Pinajian					
Ms. Nicolich		X			
Ms. Staropoli	Motion	X			
Mayor McGuire		X			
Ms. Fernandez					
Ms. McKeever		X			

Resolved to approve the replacement of petty cash for \$75.

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

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Ms. Banzaca				X	
Ms. Lucas				X	
Mr. Honey	Second	X			
Mr. Pinajian					
Ms. Nicolich		X			
Ms. Staropoli		X			
Mayor McGuire	Motion	X			
Ms. Fernandez					

Ms. McKeever		X			
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**HEARING OF THE PUBLIC –**

The meeting was opened to the public at 6:58 PM. With no one from the public addressing the meeting the public meeting portion was closed at 6:58.

**ADJOURNMENT**

On motion made by Tina Staropoli and seconded by James Honey, the board, with all present being in favor, **voted to adjourn at 6:58 PM.**

Respectfully submitted  
Melissa Banzaca, Secretary