

**MINUTES**  
**Regular Meeting of**  
**The Northvale Library Board of Trustees**  
**Wednesday, April 27, 2016**  
**6:30 PM**

**CALL THE MEETING TO ORDER –**

President Porschen called the meeting to order at 6:33 PM in the Northvale Public Library 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 School librarian Ms. Nicolich	x	x
Ms. Staropoli	x	
Mayor Piehler/ Council woman Toni Macchio	x	x
Mr. Porschen	x	

Also in attendance was Director O’Keefe

## APPROVAL OF MINUTES

Resolved to approve the minutes from the March 23, 2016 regular board meeting

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

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Mr. DeLisio	motion	x			
Mr. Devlin		x			
Mr. Honey		x			
Mr. Pinajian					x
Ms. Staropoli		x			
Ms. Macchio		x			
Mr. Porschen	second	x			

## GENERAL DISCUSSION –

### Director's Report

Director O'Keefe shared with the board three quotes that she received for the installation of new blinds for the library.

Director O'Keefe publicly thanked the Friends of the library for the luncheon on National library worker's day on Tuesday April 12<sup>th</sup> and for the beautiful circulation desk that they donated.

The monthly e-newsletter "Gazette" will be sent the day after the Library Board meeting.

Trustees' Training although BCCLS is planning to offer a program in August.

- free webinars offered through the State Library. The offer expires June 30, 2016. Topics are:

- Trustee Basics, I and II
- Working Effectively with the Library Director
- The Library's Budget
- Advocating for Your Library
- Evaluating the Library Director
- New Jersey Per Capita State Aid
- New Jersey: The Law and Libraries

Library Cards: we now have 1,130 patrons registered as of Thursday, April 21, 2016. Up 33 cards since last month's report.

The library will also have a table set up on back to school night and at Town Day in September.

Telephone system: installation completed on Wednesday, March 24. We now have the capability to remotely access greetings, etc in addition to better sound quality of phone calls.

Director O'Keefe has begun to get quotes for the installation of ceiling fans.

### Treasurer's Report

The auditor is set up to come in a week and look at all of the 2015 financials.

## ROLL CALL VOTES

Resolved to approve the claims list for the month of April in the amount of \$12,933.86. This includes BCCLS fees.

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			
Ms. Macchio		x			
Mr. Porschen		x			

Resolved to approve the reimbursement for \$233.14 to Director O'Keefe for mileage, refreshments, and the Wix.com annual subscription.

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			
Ms. Macchio		x			
Mr. Porschen		x			

Resolved to approve the budgetary request for training and conferences for \$1,200 annually.

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	motion	x			
Mr. Honey		x			
Mr. Pinajian		x			
Ms. Staropoli		x			
Ms. Macchio		x			
Mr. Porschen		x			

Resolved to approve sending Emily Pepe to a one day literature conference in Whippany for \$199 on Friday, May 20, 2016.

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	motion	x			
Mr. Devlin	second	x			
Mr. Honey		x			
Mr. Pinajian		x			
Ms. Staropoli		x			
Ms. Macchio		x			
Mr. Porschen		x			

Resolved to approve a petty cash replenishment of \$28.58

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	motion	x			
Mr. Devlin		x			
Mr. Honey		x			
Mr. Pinajian		x			
Ms. Staropoli	second	x			
Ms. Macchio		x			
Mr. Porschen		x			

Resolved to approve the authorization to hire Ziegler and Sons to install new blinds for all of the windows for \$3,024.00

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	motion	x			
Mr. Honey		x			
Mr. Pinajian		x			
Ms. Staropoli		x			
Ms. Macchio		x			
Mr. Porschen		x			

Resolved to approve \$1,760 for the summer reading budget

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	second	x			
Ms. Staropoli	motion	x			
Ms. Macchio		x			
Mr. Porschen		x			

Resolved to approve the acquiring of a library purchasing card for Ellen O’Keefe to use for purchases from the Bank of America.

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

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Mr. DeLisio	second	x			
Mr. Devlin		x			
Mr. Honey		x			
Mr. Pinajian		x			
Ms. Staropoli	motion	x			
Ms. Macchio		x			
Mr. Porschen		x			

**HEARING OF THE PUBLIC –**

President Porschen opened the meeting to the public at 7:12 PM

**Public Comment**

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

**ADJOURNMENT –**

On motion made by Mr. Devlin and seconded by Mr. DeLisio, the board, with all present being in favor, **voted to adjourn at 7:12 PM**

Respectfully submitted

Tina Staropoli, Secretary