

**Minutes
Regular Meeting of
The Northvale Library Board of Trustees
Wednesday, August 26, 2020
6:30 PM**

CALL THE MEETING TO ORDER –

STATEMENT -

President Staropoli called the meeting to order at 6:32 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 –

Name	Present	Absent	
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 X		Via Zoom Via Zoom
Ms. McKeever	X		Via Zoom

Also in attendance Director Kelemen via Zoom.

APPROVAL OF MINUTES

Resolved to approve the minutes from the July 22, 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				X	
Mr. Honey	Seonc	X			
Mr. Pinajian				X	
Ms. Nicolich				X	
Ms. Staropoli	Motion	X			
Mayor Marana					
Mr. Argiro		X			
Ms. McKeever		X			

GENERAL DISCUSSION –

DIRECTORS REPORT-

Program highlights and upcoming

- The virtual Summer Reading Club (SRC), “Imagine Your Story,” concluded on August 8. Children and adults logged their reading through the library’s interactive reading challenge software, Beanstack for Libraries. Northvale readers surpassed the community-wide reading goal of 2,020 books read in Summer of 2020! 2,240 books were virtually logged by Northvale readers! Prizes were generously sponsored by the Friends of the Library. The Friends purchased gift cards from local small businesses and restaurants to help support the community and the library! Thank you Friends for all you do!

- Monday Maker Kits and Wednesday Craft curbside pickup kits continue to be enormously popular with families. Thank you Emily, Youth Services Librarian for creating these creative “to-go” kits for children to enjoy each week! Parents and children express how they look forward to the weekly kits. Due to the excellent response to this program (230 maker and craft kits were distributed in July), Youth Services introduced a third weekly pickup on Fridays.

- Storytime had 521 views in July
- Magical Melodies had 379 views
- Music with Miss Nita - 8 families on Zoom
- Dancing with Shama on Zoom - 1 child every class (5 classes)
- Sciencetellers on Zoom - 12 families
- Magical Melodies & Bendy Bookworm on Zoom - 11 families
- Magic Workshop on Zoom - 12 families

- A total of 21 adults logged onto Zoom to partake in July adult program offerings: Home Beer Brewing, NJ State Parks, and English as a Second Language Conversation Class.

- September is Library Card Sign-up Month. DC’s Wonder Woman is the American Library Association’s Honorary Chair, championing the power of a library card this September. We’ll be encouraging Northvale residents to register for a library card.

- A fun Fall Reading Challenge is forthcoming!

Administrative

- Library Cards: 1,805 patrons registered as of August 21, 2020.
- July 2020 Northvale eBCCLS circulation: 387 borrows as compared to July 2019 eBCCLS circulation: 285 borrows; Northvale eBCCLS circulation is up 36%.
- Hoopla electronic borrowing is up 35% for July 2020 (54 borrows) compared with July 2019 (40 borrows).
- Staff is doing a tremendous job with processing BCCLS delivery, following quarantine guidelines, check-in and checkout procedures, and effectively communicating with the public on the phone, by email, and in-person during the challenging circumstances of the pandemic.
- Since beginning on June 22, 2020, the past two months of contact free outdoor/curbside pickup have gone smoothly, with staff and patrons adjusting exceedingly well to a new process. Thank you Friends of the Library for providing tote bags for curbside!
- The library opened for limited indoor service on July 14, 2020 with hours that mirror curbside pickup, giving patrons a choice to continue to receive items outside or come inside the library to browse and select. The past several weeks of indoor service have gone well, with all respecting safety procedures such as mask wearing, social distancing, and limiting time spent browsing. Patrons have expressed thanks for the library being open for service.
- Annual Library audit scheduled for Monday, Aug. 31 at 9:30 a.m.
- Northvale items are currently Trustee approved as fine free through August 31, 2020. With Board permission, I would like to extend the Northvale item fine free period through the end of the calendar year.
- Discussion regarding resuming Saturday hours.

Building

- Due to a statewide weather emergency, the library closed on Tuesday, August 4, 2020. The library reopened on Wednesday, Aug. 5. On August 5th and 6th the library reopened without phone or wifi service and partial power. On Friday, August 7th at 8 a.m. all utility services were restored to the library.

BCCLS

- BCCLS “lend and send” resumed on Monday, July 20 with home library pickup only as voted on by BCCLS Executive Board on 7/15/20. Patrons are actively requesting from all 77 libraries once again. It takes a bit longer to receive items as quarantining BCCLS deliveries and book drop returns in designated area

FRIENDS OF THE LIBRARY REPORT –

The friends did not meet this month. Kathy did share with the group that the friends provided prizes tote bags for the summer reading program. The friends included membership forms in the tote bags and has seen a good response from people who received them. Kathy is also working with a few of the museum pass vendors to reinstate our passes now that museums are opening back up.

TREASURER’S REPORT-

Expenses YTD are 19% under budget -- YTD total Expenses & wages are 11% under budget – Bank Balances as of the end of July are as follows;

Library account balance is \$104,514.10; Capital expense account balance is \$91,907.70 --

Note: 3rd quarter contribution of \$25k was deposited in the Library account on August 17.

ROLL CALL VOTES-

Resolved to approve the claims list for June in the amount of \$5,179.56:

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

Resolved to approve extending the Northvale item fine free period through the end of the calendar 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				X	
Ms. Nicolich				X	
Ms. Staropoli	second	X			
Mayor Marana		X			
Mr. Argiro					
Ms. McKeever		X			

Resolved to approve resuming library hours on Saturdays:

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				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 7:16 PM. With no one from the public in attendance the meeting was closed to the public at 7:16 PM.

ADJOURNMENT

On motion made by Tina Staropoli and seconded by James Honey, the board, with all present being in favor, **voted to adjourn at 7:17 PM**

Respectfully submitted

Melissa Banzaca, Secretary