

**Minutes
Regular Meeting of
The Northvale Library Board of Trustees
Wednesday, November 28, 2018
6:30 PM**

CALL THE MEETING TO ORDER –

Vice President Devlin called the meeting to order at 6:38 PM in the Northvale Public Library located at 116 Paris Avenue, Northvale, New Jersey 07647.

STATEMENT -

Vice President Devlin 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 Devlin asked all in attendance to rise and join him in a Salute to the Flag.

ROLL CALL –

Name	Present	Absent
Ms. Banzaca	x	
Mr. Devlin	x	
Mr. Honey	x	
Mr. Pinajian School librarian Ms. Nicolich		X x
Ms. Staropoli	x	
Mayor Piehler/ Councilman Tom Argiro	x	x
Mr. Porschen		x

Also in attendance Director Jennifer Kelemen

APPROVAL OF MINUTES

Resolved to approve the minutes from the October 24, 2018 regular board meeting which includes the budget.

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

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Ms. Banzaca		x			
Mr. Devlin	second	x			
Mr. Honey		x			
Mr. Pinajian Ms. Nicolich				x	
Ms. Staropoli	motion	x			
Mayor Piehler Mr. Argiro		x			
Mr. Porschen				x	

Resolved to approve the executive minutes from the October 24, 2018 regular board meeting.

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

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Ms. Banzaca	second	x			
Mr. Devlin		x			
Mr. Honey		x			
Mr. Pinajian Ms. Nicolich				x	
Ms. Staropoli	motion	x			
Mayor Piehler Mr. Argiro		x			
Mr. Porschen				x	

GENERAL DISCUSSION –

The Board welcomed Director Kelemen and discussed her first three weeks at the library. She was very happy to see so many fantastic programs running. The Board thanked Jennifer England and the Friends of the Library for all of their work volunteering for so many of the programs. The Board discussed keeping the meetings to the fourth Wednesday of each month for the upcoming year.

Director's Report

Staff Development

- Emily was selected as a member of the 3rd cohort of the BCCLS Supervisor Training Program. She applied and was selected to this competitive program organized by the Library Administration, Management and Personnel Committee of BCCLS. The program will take place at Bergen Community College. Congratulations, Emily!

BCCLS

- System Council October meeting on Thursday October 25th; Delivery question passed.
- \$9,000 will come from each library, separate from the regular BCCLS bill.
- Jennifer attended Regional Director Meeting on Thursday, November 15 at Roseland Public Library. Purpose of meeting: Meet with new BCCLS Exec. Director Dave Hansen in a small group setting.
- BCCLS Exec. Director will be making a site visit to each BCCLS library to meet staff of all 77 BCCLS libraries.

Building & Grounds

- Library Book Drop – need to stabilize

Strategic Planning

- The Strategic Planning Committee met on November 13th to introduce our new Director, Jennifer, with the planning process.
- Roy will visit the Northvale Library on December 12th to see the activities of the library during regular operating hours (circulation, processing, programs)
- Jennifer will provide architect with a listing of volumes, categorized by Adult, Children, YA, Media as well as free space v. storage space

Community

- Attended Borough of Northvale Veteran's Ceremony and met members of Police, incoming Council, and other community leaders and members after ceremony
- Attended Friends of the Northvale Library November meeting
- Scheduled and met with Pam at the Senior Center to discuss possible future program collaboration

Programming: October

Attendance Summary					
Events/Programs	Date	Children	Teens	Adults	Total
Northvale Pre-school Story time	10/1/2018	12	0	2	14
Stories & Crafts	10/1/2018	2	0	1	3
Maker Mondays	10/1/2018	3	0	1	4
Family Movie Night	10/2/2018	3	0	2	5
Magical Melodies	10/3/2018	11	0	12	23
Intro to Robotics	10/4/2018	3	0	3	6
STEM Robotics	10/4/2018	0	2	1	3
DIY Household Labels	10/4/2018	0	0	2	2
Magical Melodies	10/5/2018	16	0	14	30
Music Together	10/5/2018	6	0	6	12
DIY Pumpkin Slime	10/5/2018	20	5	10	35
Spider Webs	10/9/2018	2	0	2	4
Popsicle Scarecrow	10/10/2018	5	0	5	10
ESL	10/10/2018	0	0	14	14
Intro to Snap Circuits	10/11/2018	6	0	5	11
Snap Circuits	10/11/2018	0	2	2	4
Read to a Dog	10/11/2018	2	0	2	4
DIY Shea Butter OR Soap	10/11/2018	0	0	3	3
Gaming Tournament	10/12/2018	5	7	2	14
Sensory Story Time	10/13/2018	1	0	1	2
Northvale Pre-school Story time	10/15/2018	12	0	2	14
Stories & Crafts	10/15/2018	1	0	1	2
Story Time	10/16/2018	2	0	2	4
Q-Tip Skeletons	10/16/2018	10	0	6	16
Book Club	10/16/2018	0	0	2	2
Magical Melodies	10/17/2018	14	0	14	28
Story Time	10/17/2018	4	0	3	7
STEM: Beginner Scratch	10/18/2018	4	0	4	8
STEM: Scratch Programming	10/18/2018	0	4	3	7
Canvas Painting	10/18/2018	0	0	9	9

Magical Melodies	10/19/2018	20	0	18	38
Korean Tea Ceremony	10/20/2018	1	0	13	14
Artistically Abled	10/20/2018	2	0	2	4
Northvale Pre-school Story time	10/22/2018	13	0	2	15
Stories & Crafts	10/22/2018	1	0	1	2
Maker Mondays	10/22/2018	4	0	5	9
Healthy Eating Workshop	10/23/2018	4	0	0	4
Story Time	10/24/2018	2	0	2	4
Harry Potter STEM Potions	10/25/2018	5	7	4	17
Read to a Dog	10/25/2018	4	0	4	8
3D Printing	10/25/2018	0	4	2	6
Harry Potter Halloween Bash	10/26/2018	10	5	10	25
Music Together	10/26/2018	4	0	4	8
Gaming Tournament	10/26/2018	6	12	2	20
Northvale Pre-school Story time	10/29/2018	13	0	1	14
Story Time	10/29/2018	2	0	2	4
Movie Night	10/30/2018	3	0	3	6
Story Time	10/30/2018	2	0	2	4
Halloween Story Time	10/31/2018	5	0	5	10
ESL Class	10/31/2018	0	0	5	5
TOTAL		245	48	223	517

Friends of the Library Report

Ms. Kathy Brunet – 417 Crest Drive gave her report from the Friends:

On December 9th will be their annual Growler and Gill fundraiser.

On December 15th they will wrap and assemble any holiday gifts at the Library. All tips will go to the Friends of the Library.

At the Friends meeting last week they voted to fund the summer reading kick off again which will include Outrageous Pets, a magic show, and Science Tellers.

They may also vote to have free passes to Turtle Back Zoo and the Cape May Zoo. They are also looking into a Nintendo Switch gaming system. They already have the Empire State Pass and the Newark Museum Passes.

Treasurer's Report

See attached Budget

A discussion was had on where we may want to change the 2019 budget to reflect the needs of the library better.

We are running slightly under budget for the year.

ROLL CALL VOTES –

Resolved to approve the claims list for the month of November in the amount of \$3696.75

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

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Ms. Banzaca	second	x			
Mr. Devlin		x			
Mr. Honey		x			
Mr. Pinajian Ms. Nicolich				x	
Ms. Staropoli	motion	x			
Mayor Piehler Mr. Argiro		x			
Mr. Porschen				x	

Resolved to approve the replenishment of the petty cash for \$75

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

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Ms. Banzaca	second	x			
Mr. Devlin		x			
Mr. Honey		x			
Mr. Pinajian Ms. Nicolich				x	
Ms. Staropoli	motion	x			
Mayor Piehler Mr. Argiro		x			
Mr. Porschen				x	

Resolved to approve the closing of the library on Monday, December 17, 2018 at 2pm for staff development.

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

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Ms. Banzaca	motion	x			
Mr. Devlin		x			
Mr. Honey		x			
Mr. Pinajian Ms. Nicolich				x	
Ms. Staropoli	second	x			
Mayor Piehler Mr. Argiro		x			
Mr. Porschen				x	

HEARING OF THE PUBLIC –

Vice President Devlin opened the meeting to the public at 7:53 PM

With no one addressing the board, Vice President Devlin declared the public comment portion of the meeting closed.

ADJOURNMENT

On motion made by Vice President Devlin and seconded by Ms. Staropoli, the board, with all present being in favor, **voted to adjourn at 7:53 PM**

Respectfully submitted

Tina Staropoli, Secretary