

**Minutes  
Regular Meeting of  
The Northvale Library Board of Trustees  
Wednesday, January 27, 2021  
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 –**

<b>Name</b>	<b>Present</b>	<b>Absent</b>	
Ms. Banzaca	X		Via Zoom
Ms. Lucas	X		Via Zoom
Mr. Honey	X		Via Zoom
Mr. Pinajian		X	
School librarian Ms. Nicolich	X		Via Zoom
Ms. Staropoli	X		Via Zoom
Mayor Marana/ Councilman Tom Argiro	X		Via Zoom
Ms. McKeever	X		Via Zoom

Also in attendance Emily Pepe via Zoom.

Mayor Marana read the Oath of Allegiance with Ms. Staropoli to be sworn in to a five year term expiring on 12/31/25 and to Ms. Maria Lucas to replace the current term expiring on 12/2022.

The Board of Trustees each serving a 5 year term  
 Ms. Melissa Banzaca- Bradley Avenue- expiring on 12/31/21  
 Ms. Maria Lucas- West Avenue- expiring on 12/31/22  
 Ms. Terri McKeever- Hughes Street- expiring on 12/31/23  
 Mr. James Honey- Franklin Street- expiring on 12/31/24  
 Ms. Tina Staropoli- Tappan Road- expiring on 12/31/25

## APPROVAL OF MINUTES

Resolved to approve the minutes from the December 16, 2020 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	Motion	X			
Mayor Marana Mr. Argiro		X			
Ms. McKeever		X			

## GENERAL DISCUSSION –

### DIRECTORS REPORT-

Program highlights and upcoming

#WinterRead2021 Books Like Us Reading Challenge via Beanstack. Northvale is registered for this national challenge, sponsored by Simon & Schuster. The top ten libraries, in differing categories, could win books and author visits from Simon & Schuster. Prizes for patrons will be sponsored by the Friends. Challenge will run from January 1-31, 2021. All are welcome to log any reading online at <https://northvalelibrary.beanstack.org/reader365>

- December Maker Mondays: 58 kits
- December Crafts Kits: 71 kits
- Storytime: 439 views
- December Music with Miss Nita - 84 views
- December Magical Melodies - 294 views
- Weekly ESL Conversation class for Adults on Zoom: \*7-10 adults per week. \*ESL took a break from 12/10 - 1/14.
- December Canvas Painting for Adults on Zoom with Kari: 12 adults

### Administrative

- Library Cards: 1,818 patrons registered as of January 22, 2021. 7 new library cards since December's report.
- Proposed to approve reopening and operate the library for LIMITED IN-PERSON SERVICES beginning on February 1, 2021
- CDBG grant letter was received via email by Mayor Marana on 1/8/21

### Strategic Plan

- Strategic Planning Committee met on January 14, 2021 at 6:30 PM via zoom.
- Meeting with Mayor Marana, Roy (Architect), Carl (Borough engineer), Tina and Emily to move forward with the CDBG grant the library was awarded. Meeting date TBD.
- Strategic plan needs to be updated and approved by the board. We need more statistics and community input in order to create a complete and workable plan.
- Main Goals of the plan include; Education, Infrastructure & Capital Improvement, Marketing & Advocacy, Technology, Finance, and Staff Development
- Plan to meet with the Strategic Planning Committee in late February/early March to finalize our goals, plan for community input, understand the statistics, and create a sturdy plan to bring to the board for final approval.

### Building

- Staff & I are working to get the library ready for patrons to be welcomed back in February.
- Displays have been created, floor markers for 6 feet distance, reorganization of books and welcoming decor.

### Personnel

- Part-Time staff will begin working their regular allotted weekly hours at the library 2/1/2021. Staff will be properly socially distanced at all times in their own work stations.

### BCCLS

- BCCLS 72 hours quarantine of book drop returns and BCCLS deliveries remains the standard procedure for all BCCLS libraries.
- BCCLS Bylaws Certification 2021

### Friends

- Books for Babies - This is a great initiative to give to parents who recently moved to Northvale or have just had a baby. The kit includes a book, information for parents and a card that can be turned in to the library in return for a regular library card for their child.
- This program is great for any parents with children from birth to 3 years.

### **FRIENDS OF THE LIBRARY REPORT –**

The friends are supplying 2 prizes for the Library's Winter reading contest. The friends have also purchased 25 English and 25 Spanish Books for Babies kits. These kids will promote early learning for children under 3. Free to community members. The Board discussed ways to promote the program such as flyers for the pre school and mentions through social media channels.

### **TREASURER'S REPORT-**

Northvale Library account (as of 12/31/20): \$125,589.85

Northvale Library Capital Expense account (as of 12/31/20): \$91,907.70

**Note:** The final Expenditure report (and final contribution) for 12/31/20 is pending submission from the Boro -- Estimated balance due the Library \$30k ( this is in addition to the 2019 balance of \$15K)

**ROLL CALL VOTES-**

Resolved to approve the claims list for January in the amount of \$4,991.70:  
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			
Ms. Lucas		X			
Mr. Honey	Motion	X			
Mr. Pinajian Ms. Nicolich		X			
Ms. Staropoli	Second	X			
Mayor Marana Mr. Argiro		X			
Ms. McKeever		X			

Resolved to approve making the Books for Babies book kits available for distribution to the community:

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

**HEARING OF THE PUBLIC –**

The meeting was opened to the public at 7:04 PM. With no one from the public speaking the meeting was closed to the public at 7:04 PM.

**ADJOURNMENT**

On motion made by Tina Staropoli and seconded by Mayor Marana, the board, with all present being in favor, **voted to adjourn at 7:05 PM**

Respectfully submitted  
Melissa Banzaca, Secretary