

**Minutes
Regular Meeting of
The Northvale Library Board of Trustees
Wednesday April 24th, 2023
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

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		
Ms. Lucas	X		
Mr. Honey	X		
Mr. Pinajian School librarian Ms. Nicolich		X	
Ms. Staropoli		X	
Mayor McGuire/ Councilman Tom Argiro		X	
Ms. McKeever	X		

Also in attendance: Kathy Brunet and Director Magielnicki

APPROVAL OF MINUTES

Resolved to approve the minutes from the March 22nd 2023, 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 Mr. Argiro				X	
Ms. McKeever	Motion	X			

GENERAL DISCUSSION –

The DPW came in and painted the front hallway.

DIRECTORS REPORT -

Administrative:

- Library Cards: **2,105** patrons registered as of April 1, 2023. **13** new library cards since February's report.

Building:

- The new Director/bookkeeper's office is going to need an air conditioner. I suggest that we purchase that as soon as possible before prices start going up for the summer season.
- New Children's Desk- Peter Sotiropoulos has generously offered to make Emily's desk for free. He is going to try and match it as best as he can to the circulation desk. I also inquired with the borough if they belong to a co-op to buy furniture at a discounted rate. Fran confirmed with the CFO, Joe, that they do. That could always be an option in the future if we ever need to purchase anything.

Museum Passes:

- The Friends of the Library have generously donated membership passes for three new museums; The Montclair Art Museum, The Children's Museum of Manhattan, and the Guggenheim.

Strategic Plan:

- The children's room has been completed and the contractor's are working on Phase II of the renovation. Phase II is the multipurpose room and the director/bookkeeper's office.
- Contractors hit another load-bearing wall when making the hallway to the director's office. This is Change Order #4 and it is for the amount of \$4984.66. This requires shoring up the floor above and preparing to transfer the second floor load to a new header beam and constructing new columns for the opening.
- Jim Honey and I met with the architect, Kent. We went over the plans for the office because the bookkeeper's desk was not in the drawings. The back counter has to be made shorter to accommodate the desk and she will need power, data, and a phone line. Kent also measured all of our file cabinets to ensure that they will fit under the counter tops.

- While looking at the multi-purpose room, we noticed that there is only one doorway into the room. It would help to have a second doorway near the back office and restrooms to avoid having to go all the way around to the other side to get in and out of the room. Kent sent us Change Order #5 in the amount of \$2,510.87 for the new door.

Summer Reading:

- The children's librarian and I have been starting to plan the summer reading program for this year. We have hired magician, Joseph Fischer, for the kick off party on Saturday, June 24th at 11AM. Last day to log books will be August 10th and the end of summer party will be Thursday, August 17th. On August 17th we are planning on having a pizza and ice cream party. We will have yard games and goodie bags.

BCCLS:

- Attended System Council Meeting on March 30 at Hawthorne. We voted on the new BCCLS logo/tagline and the reorg of the BCCLS office. Both passed.
- Attended Member Services Meeting on April 12th. Our next mixer will be May 18th at the River Edge Library. We will have 90's trivia, board games, and food and drinks. The committee is also planning professional meet-ups online. Our next one will be on the topic of creating LGBTQ+ supportive events and programs. There will be a guest speaker and time for the participants to talk and brainstorm together. Upcoming meet-up topics will include Running Trivia Nights and Starting an ESL Program.
- Attended a Director's Lunch at Harrington Park Library on April 17th with Dave Hanson. We spoke about what was going on at the BCCLS office and anything else that we wanted to bounce ideas off of each other.

March Program Highlights

- Crafts: 88 kits
- StoryTime: 120 total
- Toddler Time: 16
- Korean Book Club: 4
- ESL: 3
- Afternoon Book Club: 3
- Yoga Class: 6
- Canvas Painting for with Kari: 10

Upcoming Programs/Ideas

- Juvenile: Take & Make Crafts: Every Wednesday
- Juvenile: Toddler Time: Every Monday outside
- Juvenile: Preschool Story Time: Every Thursday
- Juvenile: Story Time: Every Tuesday outside
- Juvenile: Teen Board Game Night: Every Thursday
- Adult: Korean Book Club
- Adult: Afternoon Book Club
- Adult: Canvas Painting with Kari (Senior Center)
- Adult: ESL class
- Adult: Yoga class (Senior Center: 2/13, 2/27, 3/13, 3/27, 4/10)
- Adult Arts & Crafts

Friends of the Library Report

Guggenheim passes have been received. All museum passes have been activated and are available to patrons. YTD the Friends have spent \$1,380 on passes.

Volunteers are needed for the Memorial Day Parade.

Peter Sotiropoulos will be designing, building and donating the children's circulation desk to the library.

By-Laws were finalized at the April Meeting.

Friends voted to pay for the kick off entertainment for \$395. Waiting for final plans for the end of summer party.

Ongoing fundraiser in work with SueTheBirthdayFairy to replace amazon.smile.

Friends acknowledge and thank the Library Board, Director and Staff for keeping the library open during construction.

Future Business:

Linda Wasserman has a contact to further pursue a Mahjong teacher.

Friends will purchase a reading bench once the outside area is complete.

Idea for future contents: guess how many books are on Northvale shelves.

Friends found a book titled Five Floors Up to Honor Louis Infuso.

Treasurer's Report

The Northvale Library Bank Balances as of the end of March are as follows:

Northvale Library Expense account: \$75,559.63

Northvale Library Capital Expense account: \$289,890.63

Note: Add to the agenda for April 26 2023

1) Review and approve Boroughs request to invoice Utilities (\$1000/month) and payroll expenses.

2) Review and approve the revised Expense allocations to the Northvale Municipal Library Budget (see attached report).

3) Review and approve current Capital Expenses (e.g. current CO #4 & PCO 8 for the renovation). New total \$248,984.73

4) Confirm the town Engineer has approved all change orders (request written copy from ALSA).

ROLL CALL VOTES-

Resolved to approve the regular claims list for April in the amount of \$9,788.41.

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

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

Resolved to approve replenishment 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 Mr. Argiro				X	
Ms. McKeever	Motion	X			

Resolved to approve purchasing an air conditioner for the Director/Bookkeeper office.
 The resolution was adopted on a roll call vote as follows:

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

Resolved to approve payment of change order #4 in the amount of \$4,984.66.
 The resolution was adopted on a roll call vote as follows:

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

Resolved to approve payment of change order #5 in the amount of \$2,510.87.
 The resolution was adopted on a roll call vote as follows:

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

Resolved to approve changes to the budget's expense allocation percentages to accommodate new utility costs.
 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	Motion	X			
Mr. Pinajian Ms. Nicolich				X	
Ms. Staropoli				X	
Mayor McGuire Mr. Argiro				X	
Ms. McKeever	Second	X			

Resolved to approve the borough invoicing the library \$1,000 monthly for utilities and payroll expenses.
 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	Motion	X			
Mr. Pinajian Ms. Nicolich				X	
Ms. Staropoli				X	
Mayor McGuire Mr. Argiro				X	
Ms. McKeever	Second	X			

HEARING OF THE PUBLIC –

The meeting was opened to the public at 7:18 PM. Kathy Brunet (417 Crest Drive, Northvale) inquired if the summer reading program would be extended to adults and said the friends group may have left over gift cards to offer as prizes. The meeting was closed to the public at 7:20 PM

ADJOURNMENT

On motion made by Terri McKeever and seconded by Melissa Banzaca, the board, with all present being in favor, **voted to adjourn at 7:20 PM.**

Respectfully submitted

Melissa Banzaca, Secretary