

**Minutes
Regular Meeting of
The Northvale Library Board of Trustees
Wednesday, August 22, 2018
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 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 Porschen 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	

*arrived at 6:37

APPROVAL OF MINUTES

Resolved to approve the minutes from the July 25, 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	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 executive minutes from the July 25, 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 –

Ms. Staropoli and Mr. Pinajian have continued with the interviews for the Director position. We will continue to accept applications and will be setting up additional interviews for September.

Director's Report

Programming: July

Program Attendance Summary					
Event/Program	Date or Month	Children	Teens	Adults	Total
World Language Story Time	7/2/2018	3	0	3	6
Reading Buddies	7/2/2018	2	2	2	6
Pre-K Stories	7/3/2018	2	0	2	4
Reading Buddies	7/3/2018	3	3	3	9
Tech Tuesday	7/3/2018	0	0	2	2
Wind Chimes DIY	7/5/2018	10	2	8	20
DIY Wine Glasses/Rock Painting	7/5/2018	0	0	12	12
STEM Robotics	7/5/2018	5	2	5	12
Northvale Camp Visit	7/6/2018	0	20	3	23
Sensory Story Time	7/6/2018	5	0	4	9
Gaming Tournament	7/6/2018	5	10	2	17
Libraries Rock	7/7/2018	11	5	7	23
World Language Story Time	7/9/2018	3	0	2	5
Reading Buddies	7/9/2018	1	1	0	2
Reading Buddies	7/10/2018	2	1	0	3
Pre-K Stories	7/10/2018	1	0	1	2
Rockin' Round the World	7/10/2018	2	1	2	5
Northvale Camp Visit	7/11/2018	60	10	0	70
Musical Story Time	7/11/2018	3	0	3	6
Reading Buddies	7/11/2018	2	1	1	4
Dungeons & Dragons	7/11/2018	2	2	1	5
Ukulele Club	7/11/2018	6	1	0	7
Snap Circuits	7/12/2018	5	7	8	20
Read to a Dog	7/12/2018	1	0	1	2
Sensory Story Time	7/13/2018	1	0	1	2
Dancing Class	7/13/2018	5	2	3	10
Clay Crafting	7/14/2018	11	1	10	22
Petting Zoo/Face Painting	7/14/2018	73	28	56	157
World Language Story Time	7/16/2018	2	0	2	4
Reading Buddies	7/16/2018	2	1	1	4
Reading Buddies	7/17/2018	1	1	1	3

Magic Workshop	7/17/2018	15	0	5	20
Northvale Camp Visit	7/18/2018	37	12	0	49
Musical Story Time	7/18/2018	2	0	1	3
Reading Buddies	7/18/2018	2	1	1	4
Ukulele Club	7/18/2018	1	0	1	2
Mozart to Monet	7/19/2018	2	4	5	11
Canvas Painting	7/19/2018	0	0	13	13
Scratch Programming	7/19/2018	2	2	4	8
Read to a Dog	7/19/2018	1	0	1	2
Sensory Story Time	7/20/2018	2	0	1	3
Gaming Tournament	7/20/2018	2	5	2	9
Reading Buddies	7/23/2018	2	1	1	4
Pre-K Stories	7/24/2018	2	0	1	3
Reading Buddies	7/24/2018	1	1	1	3
Healthy Eating Workshop	7/24/2018	0	0	5	5
Musical Story Time	7/25/2018	3	0	3	6
Reading Buddies	7/25/2018	1	1	1	3
Bach2Rock	7/26/2018	4	1	3	8
Rock Painting	7/26/2018	11	2	10	23
STEM 3-D Printing	7/26/2018	2	3	5	10
Chess Class	7/27/2018	2	1	1	4
Dance Class	7/27/2018	1	1	1	3
World Language Story Time	7/30/2018	3	0	2	5
Pre-K Stories	7/31/2018	3	0	2	5
Rockin' Round the World	7/31/2018	2	0	1	3
	TOTALS	332	136	217	685

Administrative

- Library Cards: 1,536 patrons registered as of August 15, 2018. 20 new cards since the July report.
- Library has received our 2018 3rd Quarter Contribution check, in the amount of \$25,000.

Building and Grounds

- We are still awaiting DPW to stabilize the Book Drop and the light in Children's Room Closet.
- The air conditioner in the Children's Room is beginning to leak and spit out water, it may be time to consider purchasing a new one.

Programming

- Our July programming attendance soared past June, making it the highest attended month since our opening in 2015. We are very proud of this accomplishment.
- Summer Reading has just ended. Emily will calculate all statistics and present them to the September board meeting.

Policy

- We should look into creating a new policy regarding patrons making phone calls using our system.

Staff Development

- Emily will have a [Library] table at Northvale's Town Day, Sat., Sept. 8 from 2-6 PM. We have also contracted a Face Painter to sit at the table with us. Hopefully this will help bring more foot traffic to our table.
- Emily is planning to attend both Back to School nights at Northvale Schools; Grades 5-8 Sept. 20 at 7:00 PM & Grades K-4 Sept. 27 at 7:00 PM.

Strategic Planning

- The Strategic Planning Committee will continue to meet with and focus on capital improvements.

Friends of the Library Report

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

Kathy reminded everyone that they will have their first meeting after the summer on 9/17 at 6:30; all are invited. They hold their meetings the 3rd Monday of every month September – June at 6:30.

Treasurer's Report

The draft of the state audit came in. Mr. Honey will look through it and get back to us.

See attached budget

ROLL CALL VOTES –

Resolved to approve the claims list for the month of August in the amount of \$11,122.29

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

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

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

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

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

Resolved to approve the amended PATRON CODE OF CONDUCT policy to read: 1. Patrons shall -Use library’s phone in cases of extreme emergency and/or contact their parent/guardian. Patron is limited to 5 minutes or less to complete the phone call. 2. Patrons shall not -Use library’s phone to make personal, business or other calls within the library.

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

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

HEARING OF THE PUBLIC –

President Porschen opened the meeting to the public at 6:55 PM

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

ADJOURNMENT

On motion made by President Porschen and seconded by Mr. Devlin, the board, with all present being in favor, **voted to adjourn at 6:56 PM**

Respectfully submitted

Tina Staropoli, Secretary