

**Minutes
Regular Meeting of
The Northvale Library Board of Trustees
Wednesday, March 22, 2017
6:30 PM**

CALL THE MEETING TO ORDER –

President Porschen called the meeting to order at 6:36 PM in the Northvale Public Library located at 116 Paris Avenue, Northvale, New Jersey 07647.

STATEMENT -

President Porschen stated

“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/ Council woman Toni Macchio	X x	
Mr. Porschen	x	

Also in attendance Director O’Keefe

APPROVAL OF MINUTES

Resolved to approve the minutes from the February 22, 2017 regular board meeting

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

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

GENERAL DISCUSSION –

The personnel committee started the process of interviewing candidates for the new director's position. The ad had been posted on the BCCLS website. We will look into posting an ad on the NJLA website.

The board needs to update the Personnel Action form to match the policy that is written. Ms. Staropoli will update it and put it on next month's agenda to be voted on. This will be used for new hires.

Caroline Brown, the intended interim director was in attendance and introduced herself to the board.

Director's Report

Personnel & Transition Logistics

- Caroline Brown: brown@northvale.bccls.org , effective 3/25/17
- Will also be able to view emails as director@northvale.bccls.org
- Accounts with my okeefe@northvale.bccls.org have been changed to director@northvale.bccls.org . Both interim and permanent director will have access to them.
- Bank of America procurement card: will have to cancel after payment is credited; will hand in Visa card at Board Meeting
- Website, hosted through wix.com-renewed through March 5, 2018; paid w/ Bank of America card

Programming: February

Adults- 55 total

- ESL Class - 4 sessions; 33 in attendance
- Beginner's Chinese class -4 sessions; 14 in attendance
- Northvale's Reading Book Club - 1 session; 8 in attendance

We held 14 various children’s programs with 85 children and 26 teens in attendance. State Report - Survey was submitted electronically on 3/7/17. Supporting documentation mailed on 3/7/17. Tina has copies as well as files in my office.

Facility

- Electrician, Bill Canova-rewired a staff room outlet. No firm date yet to label electrical panels.

Friends of the Library Report

Ms. Kathy Brunet – 417 Crest Drive gave her report from the Friends: They held their 4th wine tasting which had 20 people. They will be doing a Books and Greetings and a Headlines fundraiser. They are getting ready for their annual book sale which will be June 1st – 4th.

Treasurer’s Report

We had our 1st deposit of the year from the town of \$27,000 into our account.

ROLL CALL VOTES –

Resolved to approve the claims list for the month of March in the amount of \$ 4234.26

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 Ms. Macchio		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		x			
Mr. Devlin		x			
Mr. Honey		x			
Mr. Pinajian Ms. Nicolich		x			
Ms. Staropoli	motion	x			
Mayor Piehler Ms. Macchio		x			
Mr. Porschen	second	x			

Resolved to approve the contract from PRO LIBRA for an interim director, Caroline Brown, at an hourly rate of \$60.00. Starting March 22, 2017 for one hour, two hours on Thursday March 23, and two hours on Friday March 24 overlapping with Director O’Keefe. She will officially begin on Saturday March 25th and work at least 20 hours a week and up to 30 hours with the approval of the President or the Secretary of the board.

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 Ms. Macchio		x			
Mr. Porschen		x			

HEARING OF THE PUBLIC –

President Porschen opened the meeting to the public at 6:53 PM

Ms. Kathy Brunet – 417 Crest Drive wished Director O’Keefe the best of luck and gave her a card and gift from the Friends of the Library.

The Friends will also have a table down at Hogan’s Park with Emily Pepe on April 22 for baseball’s opening day from 9:30 – 12.

With no one else addressing the board President Porschen declared the public comment portion of the meeting closed at 6:55 pm

The board, upon the following roll call vote, resolved to go into executive session at 6:56 pm to discuss Emily Pepe’s evaluation and salary increase.

Approval for the board to go into executive session to discuss personnel

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

The board resumed the public meeting at 7:24pm with the same trustees present. No action was taken by the board in executive session.

Approval of an increase in salary for Emily Ann Pepe, our full time Youth Services Associate to \$40,000 annually and one added vacation day.

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	second	x			
Mayor Piehler Ms. Macchio		x			
Mr. Porschen		x			

ADJOURNMENT

On motion made by Mr. Devlin and seconded by Ms. Banzaca, the board, with all present being in favor, **voted to adjourn at 7:27PM**

Respectfully submitted

Tina Staropoli, Secretary