

**Minutes  
Regular Meeting of  
The Northvale Library Board of Trustees  
Wednesday October 23<sup>rd</sup>, 2023  
6:30 PM**

**CALL THE MEETING TO ORDER –**

**STATEMENT -**

Vice President McKeever called the meeting to order at 6:31 PM in the Northvale Public Library located at 116 Paris Avenue, Northvale, New Jersey 07647.

**STATEMENT -**

Vice President McKeever 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 McKeever 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		
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: Director Magielnicki

## APPROVAL OF MINUTES

Resolved to approve the minutes from the September 27<sup>th</sup> 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		X			
Mr. Pinajian					
Ms. Nicolich	Second	X			
Ms. Staropoli				X	
Mayor McGuire		X			
Mr. Argiro					
Ms. McKeever	Motion	X			

Resolved to approve the minutes from the September 27<sup>th</sup> 2023, executive session:

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

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

## GENERAL DISCUSSION –

### DIRECTORS REPORT -

#### Administrative:

- Library Cards: **2,190** patrons registered as of October 1, 2023. **19** new library cards since September's report.
- Received our state aid check in the mail in the amount of \$2,621.00
- The 2024 one third mill spreadsheet was released by the NJ State Library. For 2024 we should be receiving \$375,123, which went up from this year's number of \$359,267. We just have to be aware that tax court appeals will be taking place between now and the end of January which can alter our amount. That happened this year when we were originally quoted at \$400k and it was amended to \$359K.

**Building:**

- Construction has been completed. We had the final walkthrough on October 4th, 2023. All of our concerns have been addressed.
- Still waiting for the Children's Desk to be completed.
- The staff has been amazing throughout the whole construction process. Everyone helped each other out when needed and we never closed the building to the public. We truly have a great team.
- The library has been busy after school since the completion of the construction. The tables have been full with children studying and hanging out.
- I spoke with Fran Weston to inquire if the library is required to have a defibrillator. Fran spoke with our Risk Manager and he said that they are not required in the building.

**BCCLS:**

- I will be presenting on Author Events at the Member Services Monthly Meet-up on November 8th.
- Next system council meeting is Thursday, October 26th, 2023 at Closter Library.

**Staff:**

- I have hired Kristen for the Friday afternoon Library Assistant position. She will start on October 27th.

**Training:**

- May went to the system wide Circulation meeting in River Edge on October 19th.

**Northvale School:**

- Emily and I attended the Back to School Nights and signed people up for library cards and gave out flyers.
- [Tina Lanciotti](#) held a knitting workshop here for middle school students and their families. 7 people attended.

**September Program Highlights**

- Kids Craft Hour: 45
- Story Time: 52
- Toddler Time: 43
- Korean Book Club: 3

- Afternoon Book Club: 3
- Evening Book Club: 2
- Adult Arts & Crafts: 5
- Painting with Kari: 12
- Ms. Nita: 37
- ESL: 16

### **Upcoming Programs/Ideas**

- Juvenile: Crafts
- Juvenile: Toddler Time
- Juvenile: Preschool Story Time
- Juvenile: Story Time
- Juvenile: Teen Board Game Night
- Juvenile: Halloween Party
- Juvenile: Book Club
- Juvenile: Homework Help
- Adult: Korean Book Club
- Adult: Afternoon Book Club
- Adult: Evening Book Club
- Adult: Canvas Painting with Kari
- Adult: ESL class
- Adult: Arts & Crafts
- Adult: Trivia Night
- Adult: Horror Author Event
- Adult: Shoprite Dietitian
- Family: Knitting Class
- Family: Eclipse Glasses
- Family: NJ Makers Day
- Family: Hip Hop Dance Class

### **Friends of the Library Report**

N/A

### **Treasurer's Report**

Budget vs. Actual Report for October 2023.

In summary: we are 7% under budget -- Wages, Salaries, etc. are at Budget (with pension contribution); Expenses are under budget .

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

Northvale Library Expense account: \$94,667.47 (Q4 Boro contribution pending)

Northvale Library Capital Expense account: \$62,344.64

Notes for agenda /review:

- \*The Final Renovation Sum for construction (including CO 8 adjustment -\$5000) is \$247,620.05
- \*Balance of \$24,762.01 for the Renovation is pending approval of Capital Expense claims list
- \*Q4 Boro Contribution (\$27,500) pending M&C approval (voucher ?)
- \*Canvas Photos for entrance hallway have been received -- Final cost \$577.37 -- Payment pending approval of claims list

**ROLL CALL VOTES-**

Resolved to approve the regular claims list for October in the amount of \$9,998.99:  
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				X	
Mayor McGuire Mr. Argiro	Second	X			
Ms. McKeever		X			

Resolved to approve the capital account claims list for October in the amount of \$24,762.01:  
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	Motion	X			
Mr. Honey	Second	X			
Mr. Pinajian Ms. Nicolich		X			
Ms. Staropoli				X	
Mayor McGuire Mr. Argiro		X			
Ms. McKeever		X			

Resolved to approve the replenishment of petty cash for \$75:  
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		X			
Mr. Pinajian Ms. Nicolich		X			
Ms. Staropoli				X	
Mayor McGuire Mr. Argiro	Motion	X			

Ms. McKeever	Second	X			
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Resolved to approve hiring Kristen Yphantides as a Library Assitant for Friday afternoons & substitute Saturdays starting 10/27 at \$15.13 an hour for up to 24 hours a month:  
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		X			
Mr. Pinajian					
Ms. Nicolich	Second	X			
Ms. Staropoli				X	
Mayor McGuire		X			
Mr. Argiro					
Ms. McKeever	Motion	X			

**HEARING OF THE PUBLIC –**

The meeting was opened to the public at 7:20 PM. With no one addressing the board the meeting was closed to the public at 7:20 PM

**ADJOURNMENT**

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

Respectfully submitted

Melissa Banzaca, Secretary