

**Minutes
Regular Meeting of
The Northvale Library Board of Trustees
Wednesday, April 22, 2020
6:30 PM**

CALL THE MEETING TO ORDER –

President Staropoli called the meeting to order at 6:41PM in the Northvale Public Library located at 116 Paris Avenue, Northvale, New Jersey 07647. The meeting was available using 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.

There was also a moment of silence to pay respect to the victims of the Covid-19 virus.

ROLL CALL –

Name	Present	Absent	
Ms. Banzaca	X		
Mr. Kim	X		Via zoom
Mr. Honey	X		Via zoom
Mr. Pinajian	X		Via zoom
School librarian Ms. Nicolich		X	
Ms. Staropoli	X		
Mayor Marana/	X		Via zoom
Councilman Tom Argiro	X		Via zoom
Ms. McKeever	X		Via zoom

Also in attendance Director Kelemen in person and Emily Pepe via zoom.

APPROVAL OF MINUTES

Resolved to approve the minutes from the March 25, 2020 regular board meeting.

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

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

GENERAL DISCUSSION –

Director Kelemen and Mrs. Staropoli said that VMF construction informed the library that they had made a math error when submitting their construction bid. Their actual bid amount should have been \$45,000 higher than the cost submitted. Through advisement of the library lawyer it is advised to vote not to accept the bid because of the error. Also, the bid process will start over as all other bids submitted were higher than the acceptable range of the budget.

Director's Report

*March 2020 Programs:

12 programs offered to community

179 people attended library programs through March 13, 2020

Program/Event	Date	Children	Teens	Children/ Teens	Adults	Total	Department (Juv, YA, Adult)
Read Across America Day - Dr. Seuss	3/2/2020	30	5	35	21	56	Juv
Story Time	3/3/2020	5	0	5	3	8	Juv
Northvale Pre-K Story Time 3's	3/3/2020	6	0	6	1	7	Juv
Rain Barrel 101	3/3/2020	0	0	0	2	2	Adults
Magical Melodies	3/4/2020	15	0	15	11	26	Juv
ESL Conversation Class	3/5/2020	0	0	0	8	8	Adults
Snap Circuits	3/5/2020	0	4	4	2	6	YA
Music with Miss Nita	3/6/2020	13	0	13	9	22	Juv
Northvale Pre-K Story Time 4's	3/9/2020	10	0	10	1	11	Juv
Story Time	3/10/2020	9	0	9	7	15	Juv
Artistically Abled	3/10/2020	10	0	10	2	12	Juv
Bendy Bookworm Yoga	3/11/2020	3	0	3	3	6	Juv

Program highlights and upcoming

- Programs above represent “in-house” offerings from March 1-March 13, prior to library closing to the public for COVID-19 pandemic.
- Youth Services Librarian is offering live “virtual” daily storytimes, bedtime storytime, craft videos, tutorials and more on library’s Facebook, Instagram and new YouTube Channel.
- Livestreams from familiar children’s library presenters, including Magical Melodies and Bendy Bookwork Yoga Storytime, are well received by families. Other familiar and popular programs like Music with Miss Nita and a Magic Show with Steve Woyce are forthcoming.
- Book, movie, and other online talks are planned for adults.
- Given the current health crisis, the Summer Reading Club, “Imagine Your Story,” is being reimagined, using Beanstack for Libraries, a trusted and highly interactive reading challenge software and mobile app with online reading logs and incentives for both children and adults.
- Electronic resources are available to Northvale Library cardholders 24/7. Patrons are encouraged to visit northvalelibrary.org and bccls.org to explore the many offerings through Libby/Overdrive: e-books and e-audiobooks; RB Digital for e-magazines; Hoopla for movies, music, comics, audiobooks and e-books; and explore Jersey Clicks for databases offered by the State Library

Administrative

- Library Cards: 1,802 patrons registered as of April 17, 2020. 1 new library card registration since the March report.
- Library remains closed to the public until authorized to re-open.
- Staff has rallied together working remotely. Remote work includes creating library social media content, participating in webinars, creating online calendars and online flyers, monitoring library email for assistance with library cards and information, collection development, catalog and patron record quality control and virtual programming.
- Library Zoom account established for remote library meetings and programs.

Strategic Planning

- Trustees awarded bid for Northvale Library Interior Renovation Project to lowest bidder at March Trustee meeting. Lowest bidder, upon receiving notification of bid award by architect, notified ALSA architecture and Library, requesting permission to withdraw bid proposal due to mathematical error. Library’s lawyer reviewed withdrawal request, advised to approve withdrawal of awarded bid and reject all other bids.

BCCLS

- BCCLS continues updating and supporting library administration/staff via email and remote meetings.
- BCCLS enabled patrons without a library card, from any of the 77 towns in the consortium, to apply for an e-card for immediate access to BCCLS eBooks, eAudiobooks and eMagazines. Patrons with library cards already have this access.
- All materials borrowed by any patron from a BCCLS member library will have their due dates automatically extended throughout the health crisis.

Friends of the Library Report

Kathy Brunet of the friends attended via zoom. She shared that the Friends of Northvale held their April meeting via zoom. The friends are working with the different museums that we have passes for to find out how they can be extended due to the fact they cannot be used during the shutdown.

They are also working on rescheduling any fundraiser events to the late fall/early winter and rescheduling the anniversary celebration.

Treasurer's Report

We are 5% under budget spending to date with \$105,000 in the regular account and \$94,021 in the capital account. There is still a balance of \$15,000 that is owed to the library from last year.

ROLL CALL VOTES-

Resolved to approve the claims list for March in the amount of \$8,945.99:

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

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

Resolved to approve the below resolution regarding the Northvale Library construction project bids:

RESOLUTION 2020- NORTHVALE PUBLIC LIBRARY

WHEREAS, On March 19, 2020 eleven (11) bids were received by the Library Director for the Northvale Public Library Interior Renovation (the"Project"); and

WHEREAS, The Board of Trustees reviewed the recommendations made by the Library architect and Library counsel regarding said bid(s); and

WHEREAS, on Wednesday, March 25, 2020, the Board of Trustees, at its regular monthly meeting awarded the bid on the Project to the apparent low bidder, VMF Construction, Inc. ("VMF") in the amount of \$130,000.00; and

WHEREAS, pursuant to N.J.S.A. 40A:11-23.3, VMF notified the Library that it made a mathematical error in transferring the bid proposal amounts from the estimating sheet onto the

bid proposal form and has requested that its bid be withdrawn and that the correct bid should have been in the amount of \$175,000.00; and
 WHEREAS, pursuant to N.J.S.A. 40A:11-23.3, Library counsel has reviewed VMF’s notice and has recommended that VMF’s bid be withdrawn; and
 WHEREAS, the remaining ten (10) bids are above the Library’s budget for the Project
 NOW, THEREFORE, BE IT RESOLVED by the Trustees of the Free Public Library of the Borough of Northvale, New Jersey that bid of VMF Construction, Inc, be withdrawn; and
 BE IT FURTHER RESOLVED that the remaining bids received be and are the same are hereby rejected.

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

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

Resolved to approve the capital account claim for ALSA in the amount of \$2,113.70:

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

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

HEARING OF THE PUBLIC –

The meeting was opened to the public at 7:03pm. With no one from the public in attendance the meeting was closed to the public at 7:03 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 7:06 PM**

Respectfully submitted

Melissa Banzaca, Secretary