

**Minutes
Regular Meeting of
The Northvale Library Board of Trustees
Wednesday, December, 18, 2019
6:30 PM**

CALL THE MEETING TO ORDER –

STATEMENT -

President Staropoli called the meeting to order at 6:34 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	
Mr. Kim	X	
Mr. Honey	X	
Mr. Pinajian		X
School librarian Ms. Nicolich		X
Ms. Staropoli	X	
Mayor Marana/ Councilman Tom Argiro	X X	
Mr. Porschen		X

Also in attendance: Director Kelemen

APPROVAL OF MINUTES

Resolved to approve the minutes from the November 2019 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		X			
Mr. Pinajian				X	
Ms. Nicolich				X	
Ms. Staropoli	Second	X			
Mayor Marana	Motion	X			
Mr. Argiro					
Mr. Porschen				X	

GENERAL DISCUSSION –

The library will look into setting up an Amazon account to make approved library purchases.

Director's Report

32 programs offered to community

491 people attended library programs in November 2019

Program/Event	Date	Children	Teens	Children/ Teens	Adults	Total	Department (Juv, YA, Adult)
Northvale Pre-K 4 Class	11/4/2019	8	0	8	1	9	Juv
Chess Club	11/4/2019	1	1	2	0	2	Juv
Story Time	11/5/2019	10	0	10	8	18	Juv
Loom Knit a Hat	11/5/2019	0	0	0	10	10	Adults
Magical Melodies	11/6/2019	12	0	12	9	21	Juv
ESL Conversation Class	11/7/2019	0	0	0	6	6	Adults
Fall Slime	11/7/2019	10	0	10	8	18	Juv
Aboriginal Art Class	11/7/2019	0	0	0	8	8	Adults
Gaming Tournament	11/8/2019	1	2	3	2	5	YA
Story Time	11/12/2019	15	0	15	6	21	Juv
Northvale Pre-k 3 Class	11/12/2019	4	0	4	1	5	Juv
Loom Knit a Hat	11/12/2019	0	0	0	10	10	Adults
ESL Conversation Class	11/14/2019	0	0	0	13	13	Adults
Turkey Craft	11/14/2019	24	0	24	10	34	Juv
Grinch Glasses	11/14/2019	0	0	0	11	11	Adults
3D Printing	11/14/2019	0	7	7	2	9	YA
Music with Miss Nita	11/15/2019	11	0	11	9	20	Juv
Northvale Pre-K 4 Class	11/18/2019	10	0	10	1	11	Juv
Healthy Snacks with Miss	11/18/2019	10	0	10	6	16	Juv

Program/Event	Date	Children	Teens	Children/ Teens	Adults	Total	Department (Juv, YA, Adult)
Jamie							
Story Time	11/19/2019	12	0	12	5	17	Juv
Northvale Pre-k 3 Class	11/19/2019	5	0	5	1	6	Juv
Artistically Abled	11/19/2019	9	0	9	5	14	Juv
Loom Knit a Hat	11/19/2019	0	0	0	10	10	Adults
Magical Melodies	11/20/2019	15	0	15	16	31	Juv
Book Club	11/20/2019	4	0	4	0	4	Juv
ESL Conversation Class	11/21/2019	0	0	0	10	10	Adults
Penguins @ the Library	11/21/2019	20	5	25	21	46	Juv
Frozen Movie Party	11/21/2019	16	0	16	10	26	Juv
Northvale Pre-K 4 Class	11/25/2019	10	0	10	1	11	Juv
Story Time	11/26/2019	7	0	7	5	12	Juv
Police Story Time	11/26/2019	18	0	18	13	31	Juv
Loom Knit a Hat	11/26/2019	0	0	0	4	4	Adults
Magical Melodies	11/27/2019	12	0	12	10	22	Juv
November 2019	Totals	244	15		232	491	

Program highlights and upcoming

- Food for Fines is in full swing! Patrons are exercising the option to waive their Northvale item overdue fines with nonperishable donations for Norwood Food Pantry.
- The children's room is creatively and festively decorated for the season. Check it out! Thank you Youth Services for another fabulous design and display.
- Jenkinson's Aquarium penguin visit was a big hit!
- Children's story times have taken off and will continue in January.
- 3D printing 4 class series for youth planned for January.
- Loom Knitting Hat 4 class series was maxed at 10 adults. Thanks to Northvale resident volunteer mother/son teaching team Lisa & Conor – adults learned a new skill and built community.
- Library Concert "Forever Judy and The Wizard of Oz" will take place at Senior Center on Thursday, January 16th at 1pm. Thanks Sr. Center Director and staff for providing registration, refreshments and hospitality.
- Adult Book Club moving to a monthly Saturday at 11:00 this winter.

Administrative

- Library Cards: 1,776 patrons registered as of December 12, 2019. 5 new library card registrations since the November report.

- Approve 2020 Board of Trustees Meeting Dates for advertising and posting in accordance with Open Public Meetings Law.
- Approve loan periods and renewals for Northvale items in compliance with BCCLS Unified Loans and Renewals.
- Discuss 2020 Northvale Library budget percentage allocations in accordance with State mandated municipal library funding.
- Staff meeting held on Dec. 5 to review Unified Loans training webinar highlights and plan to change overall collection accordingly using team based approach.

Personnel

- Friends of the Library generously treated the staff to a delicious end of the year lunch from the Greek Village in Northvale. Thank you Friends! Thank you Board for permitting library staff time to celebrate our good work together.
- Director annual evaluation

Strategic Planning

- Forwarded Architect's front end specs to library lawyer for review.
- Provided Architect library lawyer's review/comments.
- Community Development Block Grant (CDBG) for ADA improvements for library submitted by Borough on November 15, 2019.

Building

- Town replaced carbon monoxide detectors inside library and in basement entry

BCCLS

- BCCLS System Council Meeting on December 19 at Washington Township Library– BCCLS Macmillan Ebooks boycott
- Unified Loans & Auto Renewals going live system-wide on Feb. 14, 2020; marketing materials forthcoming

Friends of the Library Report

There were 110 friend members in 2019. The growler and gill fundraiser gained 65 memberships for 2020. A letter will go out in January to obtain additional new/renewal memberships. The members are including a bag giveaway with memberships. The Friend's 5th anniversary is June 6th and they are working on a fun event to celebrate.

Treasurer's Report

The proposed 2020 budget is discussed. 2019 budget in line with actual spending.

ROLL CALL VOTES-

Resolved to approve the claims list for December in the amount of \$3,510:

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

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

Resolved to approve petty cash for the month of December in the amount of \$75.

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

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

Resolved to approve the 2020 Board of Trustees Meeting Dates for advertising and posting in accordance with the Open Public Meetings Law as listed- 4th Wednesday of the month starting on: January 22, February 26, March 25, April 22, May 27, June 24, July 22, August 26, September 23, October 28, November 18*, December 16*. *(3rd Wednesday due to holiday):

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 Ms. Nicolich				X	
Ms. Staropoli	Motion	X			
Mayor Marana Mr. Argiro		X			
Mr. Porschen				X	

Resolved to approve loan periods and renewals for Northvale items to be in compliance with BCCLS Unified Loans and Renewals.

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

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

Resolved to authorize Northvale Public Library to go out to bid for the Northvale Public Library Interior Renovation.

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	
Ms. Staropoli	Motion	X			
Mayor Marana Mr. Argiro		X			
Mr. Porschen				X	

Resolved to the proposed Library budget for 2020.

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 Ms. Nicolich				X	
Ms. Staropoli	motion	X			
Mayor Marana Mr. Argiro		X			
Mr. Porschen				X	

Resolved to go into executive session to discuss the annual review of Director Kelemen.

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 Ms. Nicolich				X	
Ms. Staropoli	Motion	X			
Mayor Marana Mr. Argiro		X			
Mr. Porschen				X	

The board resumed the public meeting at 7:47 pm with the same trustees present. No action was taken by the board in executive session.

Resolved to approve a salary increase to \$68,250 for Director Kelemen based on her annual review.

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 Ms. Nicolich				X	
Ms. Staropoli	Motion	X			
Mayor Marana Mr. Argiro		X			
Mr. Porschen				X	

HEARING OF THE PUBLIC –

The meeting was opened to the public at 7:48 pm. With no one from the public in attendance the meeting was closed to the public at 7:48 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 7:49 PM**

Respectfully submitted

Melissa Banzaca, Secretary