

**Minutes  
Regular Meeting of  
The Northvale Library Board of Trustees  
Wednesday, October 27th, 2021  
6:30 PM**

**CALL THE MEETING TO ORDER –**

**STATEMENT -**

President Staropoli called the meeting to order at 6:38 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 –**

<b>Name</b>	<b>Present</b>	<b>Absent</b>	
Ms. Banzaca	X		In person
Ms. Lucas	X		In person
Mr. Honey	X		In person
Mr. Pinajian		X	
School librarian Ms. Nicolich		X	
Ms. Staropoli	X		In person
Mayor Marana/ Councilman Tom Argiro	X	X	In person
Ms. McKeever		X	

Also in attendance May Kwon, Michele Albanese & Kathy Brunet.

## APPROVAL OF MINUTES

Resolved to approve the minutes from the September 27<sup>th</sup>, 2021 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		X	
Mr. Honey	Motion	X			
Mr. Pinajian				X	
Ms. Nicolich				X	
Ms. Staropoli	Second	X			
Mayor Marana				X	
Mr. Argiro		X			
Ms. McKeever		X			

## GENERAL DISCUSSION –

### DIRECTORS REPORT-

#### Administrative

- Library Cards: 1,903 patrons registered as of October 21st. 19 new library cards since September's report.
- Purchased 2,500 new library cards.
- Staff attended the "Programming workshop" offered by BCCLS Adult Services Committee on September 29th.
- Staff attended the BCCLS system council meeting on September 23rd.
- Courtney Reinfried, NVOT Library Specialist has reached out to the surrendering libraries to help facilitate several students getting library cards from their town libraries.

#### Strategic Plan

- The Community Survey has been posted and released, responses are being received via online form and paper. To date there are 62 responses.
- ADA project - The pre-construction meeting was held on Oct 14th. The contractor, Joseph D'Antuono needed to submit two items to the county. The mayor was going to check on the status of contractor's permits. Tile, flooring and paint samples are going to be dropped off at the Library. Joseph D'Antuono sent out a dropbox link for the Library submittals for electric, plumbing and the automatic door.  
<https://www.dropbox.com/sh/ui5iusngv912fgi/AAAd7dL4Tx3oQk8MInc94tOTa?dl=0>

#### Personnel

- Charlie Leppert resigned his position of Youth Services Associate as of October 27th..
- The Youth Services position has been posted, full/part time to get more applicants.
- The director position has been posted on NJLA as well as BCCLS.

#### BCCLS

- Three new members were elected to the BCCLS Executive Board, Adele Puccio, Martha Urbiel and Camille Valentino.

### **Program highlights**

- September Crafts: 249 kits (JV crafts 225, Adult crafts 24)
- September StoryTime: 37 in-person, 424 total views on Facebook and Instagram
- September Music with Miss Nita: 33 in-person
- September Korean Book Club: 4 in-person
- September Canvas Painting for Adults in-person with Kari: 12 adults in-person/outdoors
- The September concert with Dr. David Podles was well received. 14 adults in-person

### **Upcoming Programs/Ideas**

- Halloween Party on October 29th from 3pm - 4pm outside. Shoprite donated individual bags of pretzels, chips and mini water bottles and non chocolate/nut free Halloween fun size candy to serve 30 children.
- Staff will instruct a holiday themed wreath project for November.
- Family puzzle night will be held on Tuesday November 9th. This will be a friendly competition to see which family can build a 100 piece puzzle the fastest.
- National Friends of the Library week is 10/17/21 to 10/23/21. A display is set up in the library lobby to honor and thank our Friends group. A contest to guess the number of pens in the container was created to promote the Friends membership campaign. A \$20 Wegmans gift card supplied by the Friends will be the prize.

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

Charging station has come in that was purchased. Dog costume event was successful. Kathy mentioned trying to get Nayda connected with cricut training to resume adult programs using the equipment. Upcoming plans are to hold a vendor/craft day from 10-4 in November. The group is looking into museum pass usage and passes to purchase for the upcoming year.

### **Treasurer's Report-**

October 2021 the Northvale Library is running approx 18 % under budget -- Expenses are running consistent with budget through October (10 months) but wages & salaries are significantly under budget (due to short staffing) -- the bank balances (through end of September) are as follows :

Northvale Library account : \$69,958.01

Northvale Library Capital Expense account: \$149,478.52

Note: Northvale Library has not received the 3rd Quarter contribution (\$25K) from the Borough -- Northvale CFO (Shuaib Firozvi) advised that both the 3rd & 4th quarter contributions (\$50K) will be processed at the November.

### **ROLL CALL VOTES-**

Resolved to approve the regular account claims list for October in the amount of \$14,262.63:

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	Second	X		X	
Mr. Honey		X			
Mr. Pinajian				X	
Ms. Nicolich				X	
Ms. Staropoli		X			
Mayor Marana				X	
Mr. Argiro		X			
Ms. McKeever		X			

Resolved to approve updating hours of operation temporarily for 2 weeks as follow- Monday 10-5 / Tuesday 10-8/ Wednesday 1-5 / Thursday 10-5 / Friday 10-5 / Saturday Closed:

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		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 hiring Marianne Brennan for the position of full time youth services librarian at \$45,000 per year and two weeks vacation starting on 11/8/21:

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		X	
Mr. Honey	Second	X			
Mr. Pinajian Ms. Nicolich				X X	
Ms. Staropoli		X			
Mayor Marana Mr. Argiro				X	
Ms. McKeever		X			

Resolved to set limits to the purchasing of items over \$500 which will require board approval prior to proceeding to procurement and limits are set for staff purchases over \$100 which require the directors review and approval. Emergency purchases could be approved immediately by the president and treasurer with official approval at the next month's meeting.

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	Second	X		X	
Mr. Honey		X			
Mr. Pinajian Ms. Nicolich				X X	
Ms. Staropoli	Motion	X			
Mayor Marana Mr. Argiro				X	
Ms. McKeever		X			

### **HEARING OF THE PUBLIC –**

The meeting was opened to the public at 7:30PM. Kathy Brunet (417 Crest Drive, Northvale, NJ) asked about the status of hiring a new director for the library. President Staropoli shared that she has not receiving a large amount of resumes and they will repost once the current post expires.

### **ADJOURNMENT**

On motion made by Tina Staropoli and seconded by Mr. Honey, the board, with all present being in favor, **voted to adjourn at 7:50 PM**

Respectfully submitted  
Melissa Banzaca, Secretary