

**Minutes
Regular Meeting of
The Northvale Library Board of Trustees
Wednesday, July 26, 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
Ms. Staropoli	x	
Mayor Piehler/ Council woman Toni Macchio		x
Mr. Porschen	x	

Also in attendance was Director Paul Shaver

APPROVAL OF MINUTES

Resolved to approve the minutes from the June 28, 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				x	
Mr. Honey	second	x			
Mr. Pinajian Ms. Nicolich				x	
Ms. Staropoli	motion	x			
Mayor Piehler Ms. Macchio				x	
Mr. Porschen		x			

Resolved to approve the executive minutes from the June 28, 2017 regular board meeting

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

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

GENERAL DISCUSSION –

Ms. Banzaca and Director Shaver have begun to meet to discuss a strategic plan for the Northvale Public Library.

The NJ Governor has just signed a NJ library construction bond Act. This will help libraries by matching money for construction. Director Shaver will research it.

Director Shaver will contact the Deputy Clerk to see if the DPW can help stabilize our drop box in the front of the building.

Director's Report

Personnel

- Emily Pepe’s last day before formally going on maternity leave will be July 28th. Her last day in the office was July 11th.
- Kimberly Broderick began on July 17th. She was already trained on Polaris, but we are also training her to link and process books.
- Victoria Thomas has started. Before going on leave, Emily and Paul drew up an extensive list of responsibilities. She is fully trained in the areas we outlined and is preparing to teach the upcoming monthly Raspberry Pi, Snap Circuits, and Lego Mindstorms classes.

Programming: June

Adult

- Northvale’s Reading Book Club - 1 session; 5 in attendance
- Rock Painting - 2 sessions; each with 6 in attendance (12 total attendees)
- Now what do I do? – 1 session, 1 in attendance
- Off-site - The BCCLS Adult Services committee launched a new BCCLS-wide program database.
- Sophia Yun, a local parent and Korean language teacher has volunteered to teach Korean language classes. We are meeting later this week to discuss her possible role in our future programs.
- Noeline Grefrath has offered her services to teach an additional weekly class beginning in September. This would allow her to teach beginner and intermediate classes separately. The program she would use is based on one currently taught at Paramus Public Library.

Juvenile

- Jeffrey Yoo, a local student in Computer Science has volunteered to assist in our Lego Mindstorms and Raspberry Pi classes.
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Event/Program	Date	Children	Tweens/Teens	Adults	Notes
Stories in Slippers	6/1/17	0	0	0	
Who Was Book Club	6/5/17	5	3	0	
Story-Time	6/7/17	3	0	3	
Sunshine Craft	6/8/17	7	0	4	
Stories in Slippers	6/8/17	0	0	0	
YA Lit Club	6/12/17	0	2	0	
Pre-K Storytime	6/13/17	10	0	1	
Teen Volunteer	6/13/17	0	11	0	
Story-Time	6/14/17	4	0	4	
Father's Day Cards	6/16/2017	8	6	5	
Gaming Tournament	6/16/17	9	7	2	
Books & Bites	6/19/17	5	0	3	
Story-Time	6/20/17	2	0	2	
DIY Flower Pots	6/22/17	7	0	6	
Stories in Slippers	6/22/17	5	1	3	

Northvale Camp	6/26/17	30	0	4	
Reading Buddies	6/26/17	8	3	1	
Kick-Off	6/27/17	50	4	20	
Magical Melodies	6/28/17	3	0	3	
Popsicle House	6/28/17	4	1	3	
Reading Buddies	6/29/17	8	0	2	
Healthy Snacks	6/29/17	5	2	3	
Pajama Story Time	6/29/17	0	0	0	
Read to A Dog	6/29/17	3	0	2	
Kidz Coloring Club	6/30/17	3	2	2	
	TOTAL	179	42	73	

Outreach

- Emily visited Northvale Summer Camp for Story Time on July 5th.
- Marc Lightdale from The Record has suggested writing a story on our new library programs to his editor. In preparation for this, he took pictures of some of the new changes and new materials on July 20th.

Library Cards: 1,386 patrons registered as of July 26, 2017. 16 new cards since the June report.

Our overall collection is up 11% to-date from June 2016. This is during a time when most libraries are struggling to maintain previous circulation numbers.

We experienced a 115% increase in Korean materials for June 2017 as compared to June 2016 and a 72% increase in the last two months over the previous two months.

Treasurer's Report

We closed out our old bank of America credit card.

We are running at 47% of the budget at the half year mark.

ROLL CALL VOTES –

Resolved to approve the claims list for the month of July in the amount of \$4161.70

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	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 purchase of two folding tables in the amount up to \$1000.00

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

HEARING OF THE PUBLIC –

President Porschen opened the meeting to the public at 7:27 PM

With no one addressing the board, President Porschen declared the public comment portion of the meeting closed.

ADJOURNMENT

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

Respectfully submitted

Tina Staropoli, Secretary