

**Minutes
Regular Meeting of
The Northvale Library Board of Trustees
Wednesday, December 15th, 2021
6:30 PM**

CALL THE MEETING TO ORDER –

STATEMENT -

President Staropoli called the meeting to order at 6:32 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		In person
Ms. Lucas		X	
Mr. Honey	X		In person
Mr. Pinajian School librarian Ms. Nicolich	X		Via zoom
Ms. Staropoli	X		In person
Mayor Marana/ Councilman Tom Argiro	X		In person
Ms. McKeever	X		In person

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

APPROVAL OF MINUTES

Resolved to approve the minutes from the November 17th, 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	
Mr. Honey		X			
Mr. Pinajian Ms. Nicolich		X			
Ms. Staropoli	Motion	X			
Mayor Marana Mr. Argiro		X			
Ms. McKeever	Second	X			

GENERAL DISCUSSION –

DIRECTORS REPORT-

Financial

- Financial Packet (to be e-mailed on Monday, November 15th)
- Bills-September Claims List (including expense reports)
- Profit & Loss Statement YTD
- Balance Sheet Summary
- Expenses by Vendor Summary

Administrative

- Library Cards: 1,916 patrons registered as of December 9, 3 new library cards since November's report.
- NJ State 1/3 mill library funding for 2022 for Northvale: \$344,195.02
- 2022 Budget and salary increase percentage pending.

Building

- Ordered new A/C: LG 12,000 BTU 115V Window-Mounted Air Conditioner with Remote Control, \$309.00

Strategic Plan

- The Community Survey has been posted and released, responses are being received via online form and paper. To date there are 64 responses.
- ADA project started on Monday, November 29. The main door is done and the bathroom renovation is almost complete.

Personnel

- A new director has been hired with a start date of January 10, 2021
- The library closed for 1 ½ hrs on Friday December 10 for staff development.

BCCLS

- BCCLS System Council meeting scheduled on December 16.
- Staff attended the BCCLS Circulation meeting on Tuesday, December 7.

VPN is being implemented by the end of the year. All non-BCCLS computers will not be able to connect to the BCCLS network without the BCCLS VPN client.

Vega Discover will be in the testing phase the first quarter of next year. Vega

Discover is the new catalog for our patrons.

Unique Logins will be put in place by the end of the first quarter. This is strictly for security purposes.

November Program highlights

- Crafts: 122 kits
- StoryTime: 160 total views on Facebook and Instagram
- Music with Miss Nita: 19 in-person, 43 views on Facebook and Instagram
- Korean Book Club: 3 in-person
- Adult fall craft: 5 in-person
- Holiday Wreath: 5 in-person
- Canvas Painting for with Kari: 8 adults in-person
- Family Puzzle Night: 5 adults & 3 children joined.
- The 50 goodie bags the library prepared for Tree Lighting were handed out to the children.

Upcoming Programs/Ideas

- Family Bingo: The library will have fun family activity on Tuesday, Jan 25
- January juvenile crafts in-person: Jan 5 Water bottle penguins, Jan 12 STEAM snowflakes, Jan 19 Snowman Wreath, Jan 26 Yarn-wrapped cardinals
- Music class: Jan 14 & 28
- Story Time with Miss Marianne: Every Wednesday in January
- Adults programs: Jan 11 Canvas painting, Jan 13 Vision Board , Jan 18 Korean Book Club, Jan 20 crafts with Pam, Jan 20 Board games

Friends of the Library Report-

Nothing to report. The library staff and board thank the friends group for providing lunch for the December staff meeting.

Treasurer's Report-

In Summary the library is approx 20 % under budget for 2021 -- Wages and salaries contribute the majority of the variance due to short staffing throughout 2021.

In addition, attached is the proposed Budget for 2022 -- submitted for review and adoption at the December meeting

The bank balances as of the end of November 2021 are as follows:

Northvale Municipal Library General Expense account: \$ 52,840.32.

Northvale Municipal Library Capital Expense account: \$149,478,52 (pending confirmation)

ROLL CALL VOTES-

Resolved to approve the regular account claims list for December in the amount of \$3,574.08 with an anticipated revised bills list through the end of the year:

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

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

Resolved to approve the 2022 Library Board Meeting Schedule 1/26, 2/23, 3/23, 4/27, 5/25, 6/22, 7/27, 8/24, 9/28, 10/26, 11/16 & 12/14:

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

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

Resolved to approve accepting the 2021 Audit Report.

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

Resolved approve the 2022 Budget with increased quarterly contributions from the town in the amount of \$27,500.

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

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

Resolved to approve hiring Mary Grace Zaccaria for the position of Library Director at \$70,000 annual salary and 2 weeks vacation, 10 sick days and 3 personal days. Start date on January 10th, 2022.

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

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

Resolved approve extending the fine free period through the 1st quarter of 2022.

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

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

Resolved approve purchasing an additional A/C unit up to \$500 and 12,000 BTUs.

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		X			
Ms. Staropoli	Motion	X			
Mayor Marana					
Mr. Argiro		X			
Ms. McKeever	Second	X			

HEARING OF THE PUBLIC –

The meeting was opened to the public at 7:28 PM. Kathy Brunet (417 Crest Drive, Northvale, NJ) suggested the library request that the DPW replace the kickplate on the front door and painting both sides. The meeting was closed to the public at 7:29.

ADJOURNMENT

On motion made by Tina Staropoli and seconded by Jim Honey, the board, with all present being in favor, **voted to adjourn at 7:37 PM**

Respectfully submitted
Melissa Banzaca, Secretary