

**Minutes
Regular Meeting of
The Northvale Library Board of Trustees
Wednesday, November 21, 2017
6:30 PM**

CALL THE MEETING TO ORDER –

President Porschen 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 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	x	
School librarian Ms. Nicolich		x
Ms. Staropoli	x	
Mayor Piehler/ Council woman Toni Macchio		X x
Mr. Porschen	x	

Also in attendance was Director Paul Shaver

* Mr. Devlin arrived at 7:02

APPROVAL OF MINUTES

Resolved to approve the minutes from the October 25, 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		x			
Mr. Pinajian Ms. Nicolich	second	x			
Ms. Staropoli	motion	x			
Mayor Piehler Ms. Macchio				x	
Mr. Porschen		x			

GENERAL DISCUSSION –

The Board agreed to move next month’s meeting to December 20, 2017. Director Paul Shaver will advertise the change in date.

Director’s Report

Programming: October

Program Attendance Summary					
Event/Program	Date or Month	Children	Teens	Adults	Total
Story Time	10/2/2017	0	0	0	0
Drawing Workshop	10/3/2017	0	3	1	4
ESL Conversation Class	10/4/2017	0	0	7	7
PJ Story Time	10/5/2017	0	0	0	0
Read to a Dog	10/5/2017	2	0	0	2
Yoga	10/7/2017	0	0	0	0
Build Your own Catapult	10/10/2017	0	0	0	0
ESL Conversation Class	10/11/2017	0	0	8	8
Healthy Snacks	10/12/2017	5	0	2	7
PJ Story Time	10/12/2017	0	0	0	0
STEM Robotics	10/12/2017	0	9	0	9
Read to a Dog	10/12/2017	1	0	0	1
Super smash tournament	10/13/2017	0	20	0	20

Tile Craft: Cricut	10/14/2017	0	0	3	3
Story Time	10/16/2017	4	0	0	4
Outragehiss Pets	10/20/2017	40	4	23	67
Tile Craft: Cricut	10/19/2017	0	0	7	7
Tile Craft: Cricut	10/17/2017	0	0	6	6
Snap Circuits	10/17/2017	4	0	0	4
ESL Conversation Class	10/18/2017	0	0	5	5
ESL Conversation Class	10/25/2017	0	0	9	9
Northvale's Reading	10/24/2017	0	0	4	4
Raspberry Pi	10/27/2017	0	2	0	2
Family Game Night	10/19/2017	2	0	2	4
Super smash tournament	10/27/2017	6	12	0	18
Tile Craft: Cricut	10/27/2017	0	0	2	2
Total		64	50	79	193

Library Cards: 1,431 patrons registered as of November 13, 2017. 14 new cards since the October report.

Staff members have pointed out a small error in the policy manual under the unattended Children's Policy and would like to offer a few suggestions.

BCCLS

- The newly proposed billing structure was passed.
- As of January 1, 2018, patrons will be able to pay their bills online with credit cards.
- Rochelle Park residents overwhelmingly voted to form a municipal library. This will allow the town to rejoin the BCCLS.
- A new interim director, Cindy Czesak, has been chosen for the BCCLS. She was the director of Paterson Public Library for 17 years and the director of Clifton Public Library for 15 years.
- Due to the popularity of our Korean Language books, we would like to increase our order from \$2000 to \$3000 next year. Jiwon Kim, a local resident has volunteered to help us do an email blast in Korean to advertise these books as they come in. She will also lead a free Korean Storytime.

Special Populations

- The Task Force filmed a video here that is now available in the BCCLS knowledge base.
- The Task Force will continue beyond its initial charter until April when its name will be changed to 'Diverse and Underserved Populations'.

Technology

- We have two proposals for copiers, both from companies that were suggested by multiple libraries in the system. I went to Hasbrouck Heights to look at their printer

and copier set up. They use envisionware, a service to protect computers and control patron login.

- We do not have a ‘people counter’. I would like to order one to help us keep an accurate count for next year’s state report.
- For 2018, I would like to consider purchasing Playaway Launchpads. These are extremely hardy tablets meant for school children. Each tablet is dedicated to a specific school subject and grade.
- Video Games are currently one of the highest circulating items in public libraries. We’d like to circulate them with late charges of 25 cents/day and a maximum overdue charge of \$5.

Trustee Continuing Education

Library Advocacy Services for Library Staffs and Boards of Trustees in Hasbrouck Heights November 16th, 7-9 pm. Tina, Melissa, and I attended. That earned us 4 credit hours for trustees putting us at seven hours for the year.

Treasurer’s Report

The board discussed options for the 2018 budget and compared the percentages from the 2017 budget.

Director Shaver handed out a chart ANALYZING LIBRARY EXPENSES 2016, which compared all the libraries in BCCLS

ROLL CALL VOTES –

Resolved to approve the claims list for the month of November in the amount of \$12,005.69

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		x			
Mayor Piehler Ms. Macchio				x	
Mr. Porschen	motion	x			

Resolved to purchase a small printer/scanner for public use not to exceed \$350.

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

Resolved to approve an increase to our order from \$2000 to \$3000 next year for our Korean Language books due to its popularity.

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

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

Resolved to approve the addition of a late charge of 25 cents/day and a maximum overdue charge of \$5 for video games and a 14 day rental limit.

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

Resolved to approve the update on our unattended children’s policy

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		x			
Mr. Pinajian Ms. Nicolich	motion	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 7:48 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 Mr. Devlin, the board, with all present being in favor, **voted to adjourn at 7:49 PM**

Respectfully submitted

Tina Staropoli, Secretary