Minutes
Regular Meeting of
The Northvale Library Board of Trustees
Wednesday August 26th, 2026
6:30 PM

CALL THE MEETING TO ORDER –

STATEMENT -

President Staropoli called the meeting to order at 6:31 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 filed with the Borough Clerk, posted on the bulletin board in the Municipal Building and the library website. 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		
Ms. Lucas		X	
Mr. Honey	X		
Mr. Pinajian School librarian Ms. Nicolich	X		
Ms. Staropoli	X		
Mayor McGuire/ Councilwoman Fernandez	X X		
Ms. McKeever		X	

Also in attendance: Director Magielnicki.

APPROVAL OF MINUTES

Resolved to approve the minutes from the July 22nd 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	Second	X			
Ms. Staropoli		X			
Mayor McGuire Ms. Fernandez	Motion	X			
Ms. McKeever				X	

GENERAL DISCUSSION –

Director's Report

Administrative:

● 1,964 registered Northvale Library cardholders as of August 1st. 13 new cards were made in the month of July.
● Fire inspection passed on August 19th.

Trustee Training:

● Reminder that all library trustees must have 2 hours of training a year for the library to receive state funding. So far only Joe McGuire, Mike Pinajian, and Tina Staropoli have completed their hours.

Capital Projects:

● We have begun working with IonicNet to get started on our new ADA Compliant website. July 23rd, they trained myself and Emily about creating ADA compliant flyers, social media posts, and newsletters. They sent us a recording of the training so that if anyone new joins us, they have access to the training.
● MC Glass and Windows have finally completed our window project. We now have all new balances and a new Fire Rated window to replace the one that had a crack in it.
● I spoke with Dan from Eastern DataComm and he mentioned that our original quote from Bill Gavilanes did not include the labor to configure the Zoom phones which would be an additional $800. He sent over a new quote and I requested another one to include a quote with a yearly maintenance contract.

BCCLS:

● The BCCLS Salary Survey was completed and sent to the BCCLS office. In the fall we should get the finalized packet sent to us.
● Every month BCCLS posts reports. One of those reports is Value To Patron. I would like to point out that our library is doing well. For in-house patrons the value year to date is $508 per person.
● We will need to order our Korean books through BCCLS. I need to let BCCLS know by the end of the month to add that service for next year. When May ordered for us, her budget per month was $475-500 per month. I need to let BCCLS know our monthly budget. That amount will be added to our quarterly BCCLS bill.

Grant:

● The library has been awarded the Tishler Memorial Grant. We will receive $1,405 to purchase video games, adult graphic novels, and college prep books.

Summer Reading: Summer Reading went well. We had 17 adults turn in their reading logs and 41 people attended the children's end of summer reading party. Thank you to the Friends of the Library for sponsoring the party and the prizes.

July Program Highlights:
- Craft Hour: 90
- Toddler Time: 14
- Kid's Snack Class: 14
- Music With Taylor: 51
- Teen Dungeons and Dragons: 2
- Korean Book Club: 3
- Evening Book Club: 2
- Painting with Kari: 9
- ESL: 7
- Movie Matinee: 3
- Mah Jongg: 22
- Adult Knitting: 7
- Adult Arts & Crafts: 10

Upcoming Programs/Ideas
- Juvenile: Crafts
- Juvenile: Toddler Time
- Juvenile: Preschool Story Time
- Juvenile: Story Time
- Juvenile: Tween Craft
- Juvenile: Book Club
- Juvenile: Dungeons and Dragons
- Juvenile: Music with Taylor
- Juvenile: Edible Cookie Dough
- Tween: Craft
- Family: Family Puzzle Night
- Adult: Korean Book Club
- Adult: Evening Book Club
- Adult: Canvas Painting with Kari
- Adult: ESL class
- Adult: Arts & Crafts
- Adult: Movie Matinee
- Adult: Mahjongg
- Adult: Tech for Seniors
- Adult: Limoncello Tiramisu: Thurs 8/27 4:30PM
- Adult: Mocktail Mixology: 11/10 4:30PM
- Adult: Coffee Painting: Tues 8/11 6PM
- Adult: Clay Lotus Tea Light: Thurs. 9/25 4:30PM
- Adult: Jewelry and Jewelry Box: Tues 10/13 6PM
- Adult: Decoupage Plate: Tues 1/12 6PM
- Adult: DNA Detectives: Thurs 9/10, 9/17, 9/24 6PM
- Adult: Pesto Pinwheels: Tues 10/6 6PM
- Adult: Lens of the World: Thurs 10/22 4:30PM
- Adult: Embroidery: Thurs 10/29 10:30AM
- Adult: Zentangle: Sat 11/28 10:30AM
- Adult: Holiday Ornaments: Tues 12/8 6PM

Friends of the Library Report

Treasurer's Report
In summary, the report indicates the Library is 8% under budget in operating expenses (including Boro utilities and administrative costs)-- Actual Wages & Salaries (incl Pension) are 9% under budget --

Bank Balances (including uncleared checks) as of July 31, 2026 are as follows:
Library Operating Expense account: $90, 634.79
Library Capital Expense account: $146, 988.28

Agenda Review notes:
* Budget vs Actual report -- wages and salaries are actual thru July estimated for August.
* Books, Media, Programs under budget 19%. Supplies are over budget 4%
* Utilities (incl. Boro utilities and admin costs) are over budget 37%
* Capital Expense account thru July 31st has earned $2486.07 YTD ($ 373.60 for July) (new interest rate is 3.03% (subject to change monthly).
* 3rd quarter Boro contribution of $42k -- voucher to be submitted for approval at M&C meeting Sept. 9th.
* Note --Boro Utilities for 2026 are $18,000 & Indirect Administrative costs are $16,000 (total $34k/year)-- Added to the budget under utilities at $2833/month.

ROLL CALL VOTES-
Resolved to approve the regular claims list for August in the amount of $6,69.51.
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 McGuire Ms. Fernandez		X			
Ms. McKeever				X	

Resolved to the capital accounts claims list for August in the amount of $6,275.00.
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		X			
Mayor McGuire Ms. Fernandez	Motion	X			
Ms. McKeever				X	

Resolved to approve the replenishment of petty cash for $75.
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		X			
Mr. Pinajian Ms. Nicolich		X			
Ms. Staropoli	Second	X			
Mayor McGuire Ms. Fernandez		X			
Ms. McKeever				X	

Resolved to approve contracting May Kwon for 6 hours a month at $24.80 an hour to order the library's Korean books through 12/31/2026.
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		X			
Mr. Pinajian Ms. Nicolich		X			
Ms. Staropoli	Second	X			
Mayor McGuire Ms. Fernandez		X			
Ms. McKeever				X	

Resolved to approve continuing the library's contract with May Kwon or using BCCLS at up to $500 a month to order the Korean book collection for 2027.
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 McGuire Ms. Fernandez		X			
Ms. McKeever				X	

HEARING OF THE PUBLIC –
The meeting was opened to the public at 7:30 PM. With no one from the public addressing the meeting the public meeting portion was closed at 7:30.

ADJOURNMENT

On motion made by Tina Staropoli and seconded by Mayor McGuire, the board, with all present being in favor, **voted to adjourn at 7:31 PM.**

Respectfully submitted
Melissa Banzaca, Secretary