

**Minutes
Regular Meeting of
The Northvale Library Board of Trustees
Wednesday, October 24, 2018
6:30 PM**

CALL THE MEETING TO ORDER –

President Porschen 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 Porschen 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 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	x
Ms. Staropoli	x	
Mayor Piehler/ Councilman Tom Argiro		X x
Mr. Porschen	x	

Also in attendance was Acting Director Emily Pepe

APPROVAL OF MINUTES

Resolved to approve the minutes from the September 26, 2018 regular board meeting which includes the budget.

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		x			
Ms. Staropoli	motion	x			
Mayor Piehler Mr. Argiro				x	
Mr. Porschen	second	x			

GENERAL DISCUSSION –

The personnel committee held a few more interviews for Director and has made a recommendation to the board.

Acting Director Emily Pepe has reported that The Northvale Library is known as the “Stem Library” throughout BCCLS.

Emily Pepe will be presenting two youth service presentations in upcoming workshops at BCCLS. The Board is very proud of her and appreciates all of her hard work and commitment.

The Board thanks Krissy Karanikitas for donating her time, props, and expertise on the upcoming Harry Potter Halloween party.

Director’s Report

Programming: September

Program Attendance Summary				
Event/Program	Children	Teens	Adults	Total
Family Movie Night: Matilda	2	0	2	6
#Back2School Hangout	5	6	7	18
Torn Art: Acorns	6	0	5	11
DIY Mason Jars	0	0	14	14

STEM: Robotics	2	4	4	10
Fall Wreath	5	2	5	12
Northvale Town Day: Face Painter	68	3	22	93
Monday Matinee	0	0	1	1
Stories & Crafts	5	0	3	7
Maker Mondays	2	0	1	3
Story Time	1	0	1	2
Leaf Painting	6	0	5	11
Pizza + (Teen) Movie Night	0	5	2	7
Magical Melodies	8	0	8	16
ESL Conversation Class (Intermediate)	0	0	3	3
ESL Conversation Class (Beginner)	0	0	1	1
Dungeons & Dragons	2	4	0	6
Snap Circuits	2	4	4	10
Read to a Dog	3	0	3	6
Music Together	7	0	7	14
Gaming Tournament	10	5	3	18
Artistically Abled	10	0	7	17
Northvale Pre-school Story time	12	0	2	14
Maker Mondays	3	0	2	5
Story Time	1	0	1	2
Family Movie Night	2	0	2	4
Northvale's Reading	0	0	3	3
ESL	0	0	4	4
Story Time	3	0	1	4
Q-Tip Painting	6	2	6	14
DIY: Tie Dye	3	2	3	8
Scratch Programming	2	1	3	6
DIY: Faux Jewelry	0	0	12	12
Northvale Pre-school Story time	12	0	2	14
Maker Mondays	5	0	4	9
Story Time	1	0	1	2
Story Time	1	0	1	2
Dungeons & Dragons	2	2	0	4

3D Printing	0	1	1	2
Canvas Painting	0	0	6	6
Magical Melodies	7	0	7	14
Gaming Tournament	7	4	4	15
TOTAL	211	45	173	429

Administrative

- Library Cards: 1,562 patrons registered as of October 18, 2018. 7 new cards since the September report.

Staff Development

- Emily was invited to attend Northvale's Fall Festival on Oct. 26th from 5:30-9PM. She will have host a craft table for the children.

BCCLS

- System Council October meeting is scheduled for, Thursday October 25th in Franklin Lakes.
- My intention is to vote YES on the delivery question.
- They are proposing \$9,000 as what will come from each library, separate from the regular BCCLS bill. I strongly suggest that we budget for all \$9,000 so we are not left short.

Building & Grounds

- Ed Krammer has reported that the toilet is constantly running.

Programming

- We are planning a big Harry Potter Halloween party on October 26 from 3:30-5 PM. I have a volunteer who will be creating a few items for the party.
- Our programming numbers for the month of September have increased by over 200%. We see that in Sept. 2017 our monthly total was 130 and in 2018 that number rose to 429.
- Emily is currently working on creating programming for 2019, e.g. Muffins with Mom, Valentines Bash, Seussfest (Read across America), Donuts with Dad, Co-sponsoring an Easter Egg Hunt/Easter Bunny event with the town/senior center, HUGE Summer Reading Kick-off, and more.
- Also, out YTD numbers look great. And years end in 2017 we had a total of 2,430 patrons visit our programs. Looking at our YTD number as of 10/17 was 4,444. That shows an 83% increase & we still have 2 months left!

Strategic Planning

- Roy was approved for *Phase 1* at a total of \$5,500. He requires a \$2,000 retainer and signed agreement in order to begin his work.
- I have created a few different mailers [attached] with the Strategic questions the board wanted to include. It does feel a little tight on the page. Perhaps we may think

about our questions, demographics and how to display the survey. We could take November and December to make something look more appealing and send it out in early 2019.

- The Strategic Planning Committee will set up a meeting in November to refine our “wish list” and also see what steps Phase 1 will entail on Roy’s end and ours.

Friends of the Library Report

Ms. Kathy Brunet – 417 Crest Drive gave her report from the Friends:

On October 15th they held a forum for all of the candidates running in the upcoming election to share their support and ideas for the Northvale Library.

They will have two new museum passes for next year. The Empire State pass will be good for 3 years and allows you to get into all New York State Parks. The Newark Museum which also includes free passes to the Guggenheim Museum.

On November 24th they will hold a wrapping party at Books and Greetings in Northvale. All tips will go to the Friends of the Library.

On December 9th will be their annual Growler and Gill fundraiser.

On December 15th they will wrap and assemble any holiday gifts at the Library. All tips will go to the Friends of the Library.

Treasurer’s Report

See attached budget

We are under Budget YTD in total by 4% (actual 79% vs. Oct YTD 83%) -- the only area over budget is BCCLS (over budget by \$2689.82) --

Our budget for next year will be \$329,819.00

ROLL CALL VOTES –

Resolved to approve the claims list for the month of October in the amount of \$10995.59

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

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

HEARING OF THE PUBLIC –

President Porschen opened the meeting to the public at 7:11 PM

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

President Porschen asked for a vote to go into executive session.

Resolve to approve to go into executive session to talk about personnel

The resolution was 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		x			
Mayor Piehler Mr. Argiro				x	
Mr. Porschen	second	x			

The board resumed the public meeting at 7:20pm with the same trustees present. No action was taken by the board in executive session.

Resolved to approve of the hiring of Jennifer Kelemen as the Northvale Director starting on November 8, 2018 at a yearly salary of \$65,000 plus 3 weeks vacation, 10 sick days and 3 personal days

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

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

ADJOURNMENT

On motion made by Ms. Staropoli and seconded by Ms. Banzaca, the board, with all present being in favor, **voted to adjourn at 7:21 PM**

Respectfully submitted

Tina Staropoli, Secretary