

**Minutes
Regular Meeting of
The Northvale Library Board of Trustees
Wednesday, February 28, 2018
6:30 PM**

CALL THE MEETING TO ORDER –

Vice President Devlin called the meeting to order at 6:34 PM in the Northvale Public Library located at 116 Paris Avenue, Northvale, New Jersey 07647.

STATEMENT -

Vice President Devlin 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 –

Vice President Devlin 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: Director Paul Shaver and Friends of the Library Kathy Brunet.

*Ms. Staropoli arrived at 6:50pm

APPROVAL OF MINUTES

Resolved to approve the minutes from the January 24, 2018 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	second	X			
Mr. Honey					X
Mr. Pinajian Ms. Nicolich					X
Ms. Staropoli	motion	X			
Mayor Piehler Mr. Argiro		X			
Mr. Porschen				X	

OATH OF ALLEGIANCE-

Mayor Piehler read the Oath of Allegiance

Melissa Banzaca was sworn in til 12/31/22.

Ed Devlin was sworn in til 12/31/21.

Tina Staropoli was sworn in til 12/31/20.

GENERAL DISCUSSION –

The Board of Trustees each serving a 5 year term

Mr. Drew Porschen — expiring on 12/31/18

Mr. James Honey — expiring on 12/31/19

Ms. Tina Staropoli — expiring on 12/31/20

Mr. Edward Devlin — expiring on 12/31/21

Ms. Melissa Banzaca -expiring on 12/31/22

Director's Report

Program Attendance Summary					
Event/Program	Date or Month	Children	Teens	Adults	Total
Drop-in Craft (Tuesday)	1/2/2018	7	1	4	4
Homework Help: Appointment	1/3/2018	1	0	0	1
STEM Club	1/3/2018	3	2	3	8
Northvale Pre-K Story Time	1/5/2018	12	0	3	15
Gaming Tournament	1/5/2018	4	7	2	13
Creative Minds: Legos	1/5/2018	2	0	1	3
Drop-in Craft (Tuesday)	1/9/2018	6	0	4	10
Pre-K Story Time	1/9/2018	5	0	3	8
Korean Story Time	1/9/2018	7	0	4	11
Homework Help: Appointment	1/9/2018	1	0	0	1
Snap Circuits	1/9/2018	3	1	4	8
ESL	1/10/2018	0	0	4	4
STEM Club	1/10/2018	4	0	2	6
D&D	1/10/2018	2	4	0	6
Tech Thursday	1/11/2018	0	0	1	1
DIY Mugs	1/11/2018	0	5	1	6
Creative Minds: Legos	1/12/2018	5	1	3	9
Artistically Abled	1/13/2018	3	3	4	10
Ukulele Class	1/13/2018	5	0	3	8
Storytime	1/16/2018	1	0	1	2
DIY Terrarium	1/16/2018	0	2	5	7
Northern Valley Demarest High School Visit	1/17/2018	0	9	5	13
ESL	1/17/2018	0	0	2	2
Stem Club	1/17/2018	6	0	3	9
Healthy Snacks	1/18/2018	4	0	2	6
DIY Terrarium	1/18/2018	2	2	10	14
Raspberry Pi	1/18/2018	3	3	3	9
Pajama Story Time	1/18/2018	5	0	2	7
Korean Class	1/18/2018	0	0	2	2
Lego Club: Spaceships	1/19/2018	2	0	1	3
Gaming Tournament	1/20/2018	0	3	1	4
Drop-in Craft (Saturday)	1/20/2018	5	1	4	10
Little Artists	1/22/2018	3	0	2	5

Drop-in Craft (Tuesday)	1/23/2018	4	0	2	6
Pre-K Story Time	1/23/2018	2	0	3	5
Healthy Snacks	1/23/2018	0	0	2	2
Story Time (Bookworms)	1/24/2018	2	0	2	4
ESL	1/24/2018	0	0	4	4
STEM Club	1/24/2018	3	0	1	4
Canvas Painting	1/25/2018	0	0	11	11
STEM Robotics	1/25/2018	4	3	1	8
Korean Class	1/25/2018	0	0	2	2
Northvale Pre-K Story Time	1/26/2018	10	0	2	12
Ukulele Class	1/27/2018	4	0	3	7
Little Artists	1/29/2018	1	0	1	2
Drop-in Craft (Tuesday)	1/30/2018	3	0	1	4
Pre-K Story Time	1/30/2018	4	0	3	7
Drawing Workshop	1/30/2018	5	0	3	8
Story Time (Bookworms)	1/31/2018	1	0	1	2
ESL	1/31/2018	0	0	3	3
STEM Club	1/31/2018	4	0	2	6
Total		148	47	134	329

Library Cards: 1,462 patrons registered as of February 13, 2018. 9 new cards since the January report.

Our door traffic counter arrived on February 16th. It indicates very high numbers for February despite accounting for less than half of the month.

BCCLS

Because of the inadequate service from the new library delivery company BCCLS saw an 8% drop in circulation numbers. Northvale was down slightly but not that much.

While NJ in general looks to find a solution BCCLS has hired an interim service to carry us from March – June when the current company's contract ends.

Paul requested approval for a new candidate to hire as a part-time library associate. She has a great background in circulation and programming. She is also bilingual English & Korean which would be a great asset for the Northvale library community.

The library staff will be submitting paperwork for background checks next week and will get reimbursed by the Borough.

Both the new Library logo and Ukulele program are ready to implement.

Mr. Pinajian is going to share some of his research on 3D printers he has from the school.

Friends of the Library Report

Museum passes for Imagine That is now in circulation. The Intrepid museum will be available in about two weeks and The Storm King will be ready in April.

The friends have booked this years Growler & Gill fundraiser for December 9th. Continued support coming for craft projects and gaming programs.

Treasurer's Report

The 2017 closing financials will be completed shortly.

The 2018 budget has been set at \$323,842.66

ROLL CALL VOTES –

Resolved to approve the claims list for the month of February in the amount of \$ 7187.51

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		X			
Ms. Staropoli	second	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		X			
Mr. Devlin		X			
Mr. Honey		X			
Mr. Pinajian Ms. Nicolich	Second	X			
Ms. Staropoli	Motion	X			
Mayor Piehler Mr. Argiro		X			
Mr. Porschen				x	

Resolved to approve the hiring of May Kwon, starting on March 6, 2018 as a part-time staff member to assist at the desk and with our STEM and DIY programs for up to 20 hours a week at a rate of \$17.00 per hour.

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		X			
Ms. Staropoli	second	X			
Mayor Pehler Mr. Argiro		X			
Mr. Porschen				x	

Resolved to approve the purchase of a Windows PC up to \$700.

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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		X			
Ms. Staropoli	second	X			
Mayor Pehler Mr. Argiro		X			
Mr. Porschen				x	

Resolved to approve the 2018 budget of \$323,842.66.

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 Pehler Mr. Argiro		X			
Mr. Porschen				x	

Resolved to approve the implementation of the updated Northvale Library logo

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 Mr. Argiro		X			
Mr. Porschen				x	

HEARING OF THE PUBLIC –

Vice President Devlin opened the meeting to the public at 7:21 PM

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

Vice President Devlin asked for a vote to go into executive session.

Resolved to approve to go into executive session to discuss personnel issues with Director Shaver

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 Mr. Argiro		X			
Mr. Porschen				x	

The board resumed the public meeting at 7:42pm with the same trustees present. No action was taken by the board in executive session.

ADJOURNMENT

On motion made by Ed Devlin and seconded by Tina Staropoli, the board, with all present being in favor, **voted to adjourn at 7:43 PM**

Respectfully submitted

Tina Staropoli, Secretary
& Melissa Banzaca