

**Minutes  
Regular Meeting of  
The Northvale Library Board of Trustees  
Wednesday, May 23, 2018  
6:30 PM**

**CALL THE MEETING TO ORDER –**

President Porschen 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 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 –**

<b>Name</b>	<b>Present</b>	<b>Absent</b>
Ms. Banzaca	x	
Mr. Devlin	x	
Mr. Honey	x	
Mr. Pinajian	x	
School librarian Ms. Nicolich		x
Ms. Staropoli	x	
Mayor Piehler/ Councilman Tom Argiro		X x
Mr. Porschen	x	

Also in attendance was Director Paul Shaver

## APPROVAL OF MINUTES

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

## GENERAL DISCUSSION –

### Director’s Report

Two new part timers began working on May 14<sup>th</sup> and May 15<sup>th</sup> respectively. They have learned quickly and are already making positive contributions to staff.

### Programming: April

Program Attendance Summary					
Event/Program	Date or Month	Children	Teens	Adults	Total
Drop-in Craft (Tuesday)	4/3/2018	5	0	3	8
Pre-K Story Time	4/3/2018	8	0	5	13
STEM: Peeps	4/3/2018	4	0	2	6
Bookworms Storytime	4/4/2018	1	0	1	1
ESL	4/4/2018	0	0	8	8
STEM Club	4/4/2018	3	0	2	5
D & D Club	4/4/2018	0	0	0	0
STEM: Robotics	4/5/2018	8	2	4	14
Read to a Dog	4/5/2018	1	0	1	2
Pre-K Story Time Northvale	4/6/2018	10	0	2	12
Lego Club	4/6/2018	2	0	1	3
Ukulele Class	4/7/2018	2	0	0	2
Artistically Abled	4/7/2018	10	0	5	15
Story Time & Craft	4/9/2018	6	0	4	10
DIY Fluffy Slime I	4/10/2018	8	2	4	14

Storytime (bookworms)	4/11/2018	1	0	1	2
ESL	4/11/2018	0	0	5	5
STEM: Flower Experiment	4/11/2018	10	0	6	16
Springtime Magic	4/12/2018	12	4	8	24
DIY Fluffy Slime II	4/12/2018	15	2	4	21
Snap Circuits	4/12/2018	1	0	0	1
Gaming Tournament	4/13/2018	6	0	0	6
Lego Club	4/13/2018	3	0	1	4
Korean Story Time	4/13/2018	3	0	1	4
Planet Earth Craft	4/16/2018	6	0	5	11
Drop-in Craft (Tuesday)	4/17/2018	10	1	7	18
Pre-K Stories	4/17/2018	7	0	5	12
Book Spine Poetry	4/17/2018	2	0	1	3
DIY: Wreaths	4/17/2018	0	0	7	7
ESL	4/18/2018	0	0	4	4
STEM Club	4/18/2018	6	1	3	10
D & D Club	4/18/2018	0	4	0	4
DIY Wreaths	4/19/2018	0	0	13	13
Scratch Programming	4/19/2018	7	3	5	15
Pre-K Story Time Northvale	4/20/2018	12	0	2	14
Lego Club	4/20/2018	5	3	3	11
Ukulele Class	4/21/2018	7	0	5	12
Story Time & Craft	4/23/2018	1	0	1	2
Inbetween Book Club	4/23/2018	1	1	2	4
Drop-in Craft (Tuesday)	4/24/2018	8	0	7	15
Pre-K Stories	4/24/2018	5	0	4	9
Drawing Workshop	4/24/2018	5	0	2	7
ESL	4/25/2018	0	0	3	3
Canvas Painting	4/26/2018	0	0	7	7
Family Movie Night	4/26/2018	10	2	3	15
Northvale's Reading	4/26/2018	0	0	4	4
Gaming Tournament	4/27/2018	5	8	2	15
Korean Story Time	4/27/2018	6	0	1	7
Story Time & Craft	4/30/2018	1	0	1	2
April Showers Craft	4/30/2018	3	0	1	4
<b>Total</b>		<b>226</b>	<b>33</b>	<b>166</b>	<b>425</b>

## Administrative

- Library Cards: 1,491 patrons registered as of May 16, 2018. 8 new cards since the April report.

## BCCLS

- Libby, an application for OverDrive, our new software, is now up and running.
- Delivery is back to normal. As a result, April 2018's circulation numbers were substantially higher than April 2017's. We are pleased to see these numbers back up where they belong.
- The first meeting of the World Languages Task Force was extremely successful. After a very long wait, Spanish will be included as an option for World Languages in 2019.

## Building and Grounds

- Emily has received a desk upgrade. We are donating her former desk to the Northvale Pre-school. We also donated a small, circular table to them this month.
- The Windows 10 computer is up and running in the adult fiction as a non-gaming computer. We have asked that patrons use the computer only for homework or work rather than Roblox or other online games.
- The DPW is finding us a specialist that can fix our front door. It needs to be replaced ASAP. We spoke with Fran on May 9<sup>th</sup> and she will have the DPW get back to us as soon as they find a company that can sell us a door closer that will work with our door.

## Program Planning

- For the 2018-2019 school year, Emily would like to have more school visits either with classes coming here or with her going to the school. This would be a good way to keep children coming to the Library and keep relationships with the school system strong.
- We will have a soft opening of our 3D printing classes for high-school-age students and above in July. Depending on enrollment, we will decide whether to continue or move classes to September. These classes will be in TinkerCAD, which is a very simple program. During these classes we will lay out 3D printer policies and expectations for all students involved.
- By September 2018, we would like to offer classes for high-school-age students and above in Blender – an advanced, free and open-source, 3D program that is also used for 3D animation. Depending on the success and interest of the program we will consider teaching it to students in 7<sup>th</sup> and 8<sup>th</sup> grade as well later in the school year.
- An important note on 3D printing: It is our strong suggestion that only staff operate the 3D printer itself and that classes concentrate on developing 3D programming skills alone. Small classes of students in 9<sup>th</sup> grade and above would then be able to watch the 3D printer being prepared, but not operate it themselves.

## Next Month and Beyond

- The dedication of a new youth services drawing desk in Vivienne Knopp's honor is Wednesday night, May 30<sup>th</sup>.
- The Strategic Planning Committee will continue to meet with and focus on capital improvements.

- We have finished posting levels on all Easy Readers in preparation for Summer Reading. Staff are being trained on using Beanstack, a browser-based application that allows patrons to document their reading.
- April Monthly Circulation Report - a substantial improvement over April 2017.

**Treasurer’s Report**

see attached budget

**ROLL CALL VOTES –**

Resolved to approve the claims list for the month of May in the amount of \$8606.86

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

<b>Name</b>	<b>ACTION</b>	<b>YES</b>	<b>NO</b>	<b>ABSENT</b>	<b>ABSTAIN</b>
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:

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

Resolved to approve an addition to the personnel manual: **New staff members will be required to receive a full background check upon acceptance of employment at the Library.**

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

<b>Name</b>	<b>ACTION</b>	<b>YES</b>	<b>NO</b>	<b>ABSENT</b>	<b>ABSTAIN</b>
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			

### **HEARING OF THE PUBLIC –**

President Porschen opened the meeting to the public at 7:36 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.

Resolved to approve to go into executive session to discuss personnel issues

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

<b>Name</b>	<b>ACTION</b>	<b>YES</b>	<b>NO</b>	<b>ABSENT</b>	<b>ABSTAIN</b>
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			

The board resumed the public meeting at 7:49pm with the same trustees present. No action was taken by the board in executive session.

Resolved to approve a salary increase of 3.5% and the addition of one personal day and one sick day for Director Paul Shaver. The board recognizes the amazing job he is doing.

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

## ADJOURNMENT

On motion made by President Porschen and seconded by Mr. Devlin, the board, with all present being in favor, **voted to adjourn at 7:51 PM**

Respectfully submitted

Tina Staropoli, Secretary

### Northvale Municipal Library Budget (2018)

Annual Budget :	%	\$ 323,843.66	Per month	Act Expenses (YTD) 04/25/18	Perf against Budget (YTD)	
<b>Expenses:</b>						
Wages & Salaries (incl SS, Pension, Health, temps)	67%	\$ 216,975.25	\$ 18,081.27	\$ 70,546.22	\$ (146,429.03)	
Utilities, insurance, building servii	5%	\$ 16,192.18	\$ 1,349.35	\$ -		
Books / Media & Programs	17%	\$ 55,053.42	\$ 4,587.79	\$ -		
BCCLS	5%	\$ 16,192.18	\$ 1,349.35	\$ 10,941.03	\$ (5,251.15)	
Administrative fees (Service fees : Legal, Accounting, ) (training)	1%	\$ 3,238.44	\$ 269.87	\$ -		
		\$ -	\$ -	\$ -		
Supplies (copy machine, paper, pens, janitorial, etc.)	5%	\$ 16,192.18	\$ 1,349.35	\$ -		
Sub Tot (expenses excl BCCLS):		\$ 90,676.22	\$ 7,556.35	\$ 28,726.43	\$ (61,949.79)	
<b>Total:</b>	<b>100%</b>	<b>\$ 323,843.66</b>	<b>\$ 26,986.97</b>	<b>\$ 110,213.68</b>	<b>\$ (213,629.98)</b>	<b>34%</b>
						<b>Actual Avg / Month \$ 27,553.42</b>