

**Minutes
Regular Meeting of
The Northvale Library Board of Trustees
Wednesday, June 27, 2018
6:30 PM**

CALL THE MEETING TO ORDER –

President Porschen called the meeting to order at 6:36 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		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 May 23, 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	second	x			
Mayor Piehler Mr. Argiro				x	
Mr. Porschen	motion	x			

Resolved to approve the executive minutes from the May 23, 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			

GENERAL DISCUSSION –

Paul Shaver's resignation

The Northvale Board of Trustees accepted his resignation, wished him well, and thanked him for all that he accomplished in the short time he was here.

Ms. Staropoli has been reviewing resumes and will set up interviews with select candidates for the personnel committee as soon as possible.

Director's Report

Programming: May

Program Attendance Summary					
Event/Program	Date or Month	Children	Teens	Adults	Total
Drop-in Craft (Tuesday)	5/1/2018	6	0	3	9
Pre-K Stories	5/1/2018	9	0	5	14
ESL	5/2/2018	0	0	8	8
Dungeons and Dragons	5/2/2018	0	3	0	3
Mommy & Me Painting	5/5/2018	12	0	8	20
Children's Day	5/5/2018	30	10	15	55
Story Time & Craft	5/7/2018	1	0	1	2
Flower Mosaic Craft	5/7/2018	2	0	1	3
Pre-K Stories	5/8/2018	4	0	3	7
Drop-in Craft (Tuesday)	5/8/2018	6	0	4	10
Bookworms	5/9/2018	4	0	4	8
DIY Mother's Day Cards	5/9/2018	5	0	3	8
ESL	5/9/2018	0	0	12	12
Snap Circuits	5/10/2018	5	7	4	16
Gaming Tournament	5/11/2018	5	4	2	11
DIY Mother's Day Cards II	5/12/2018	2	0	2	4
Story Time & Craft	5/14/2018	1	0	1	2
Dandelion Craft	5/14/2018	4	0	2	6
Drop-in Craft (Tuesday)	5/15/2018	6	0	2	8
Pre-K Stories	5/15/2018	1	0	1	2
DIY: Play Dough	5/15/2018	9	1	5	15
Bookworms	5/16/2018	2	0	2	4
Dungeons and Dragons	5/16/2018	0	6	0	6
ESL	5/16/2018	0	0	8	8
Scratch Programming	5/17/2018	7	0	0	7
Pre-K Story Time Northvale	5/18/2018	14	0	2	16
Meet the Instruments	5/22/2018	14	0	4	18
ESL Book Club	5/22/2018	0	0	4	4
Pre-K Stories	5/22/2018	3	0	2	5
DIY: Coasters	5/22/2018	0	0	10	10
ESL	5/23/2018	0	0	10	10
DIY Slime	5/23/2018	18	5	7	30

Tech Thursday	5/24/2015	0	0	4	4
DIY: Coasters	5/24/2018	0	0	9	9
Gaming Tournament	5/25/2018	10	4	6	20
Pre-K Stories	5/29/2018	3	0	2	18
Drop-in Craft (Tuesday)	5/29/2018	5	0	3	8
Drawing Workshop	5/29/2018	4	0	2	6
Bookworms	5/30/2018	1	0	1	2
ESL	5/30/2018	0	0	14	14
Dungeons & Dragons	5/30/2018	4	2	0	6
Read to a Dog	5/31/2018	1	0	1	2
Total		198	42	177	417

Administrative

- Library Cards: 1,500 patrons registered as of June 18, 2018. 9 new cards since the May report.

BCCLS & LibraryLinkNJ

- LibraryLinkNJ added a last minute cost-sharing plan to their 2018-2019 budget that included \$200,000 of funds to come from member libraries. During the vote, an amendment was proposed and passed that set the maximum spending per member library to \$500. This saved our library and all member libraries from what was anticipated to be a much higher expense.
- The second meeting of the World Languages Task Force was extremely successful. Recommended reading lists and bookseller lists will make it possible for libraries to purchase materials directly.

Building and Grounds

- J&B Lock and alarm was contacted by the DPW and came to fix our door.

Personnel

- The position of Library Director was posted June 18, 2018 with a closing date of July 16, 2018 for applicants.
- I have continued to work with staff cross-training them in areas of technical services, patron support, and technology.

Programming

- Due to weather, all of our Summer Reading Kick-off Party programs had to be postponed.
- The Petting Zoo program will now take place on July 14th and the Music program will be on July 7th. Emily has already posted the changes on Facebook and has sent out a constant contact notification.
- Our 2018 year-to-date program attendance has surpassed total program attendance for 2017. This is impressive considering we are less than halfway through 2018. Thank you all for your support in making our programming goals a reality.

Strategic Planning

- The Strategic Planning Committee will continue to meet with and focus on capital improvements.
- Our last meeting was June 21, 2018. We recorded various ideas we have had throughout the year and will present a list of possible future projects at the Board Meeting.

Friends of the Library Report

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

She thanked Director Shaver on behalf of the Friends group.

They will be funding the summer kick off for the Library. At their last meeting they were discussing funding the end of the year party.

Treasurer's Report

We received our second installment from the town.

see attached budget

ROLL CALL VOTES –

Resolved to approve the claims list for the month of June in the amount of \$6482.23

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

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

HEARING OF THE PUBLIC –

President Porschen opened the meeting to the public at 7:19 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 talk about personnel

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

The board resumed the public meeting at 7:30pm with the same trustees present. No action was taken by the board in executive session.

Resolved to approve a salary increase to \$18 per hour for Michele Albanese. The board recognizes the great job she is doing.

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		x			
Mayor Piehler Mr. Argiro				x	
Mr. Porschen	motion	x			

ADJOURNMENT

On motion made by President Porschen and seconded by Ms. Banzaca, the board, with all present being in favor, **voted to adjourn at 7:31 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)	
Expenses:						
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)	
Total:	100%	\$ 323,843.66	\$ 26,986.97	\$ 110,213.68	\$ (213,629.98)	34%
						Actual Avg / Month \$ 27,553.42