

**Minutes
Regular Meeting of
The Northvale Library Board of Trustees
Wednesday, September 25, 2019
6:30 PM**

CALL THE MEETING TO ORDER –

STATEMENT -

President Staropoli called the meeting to order at 6:30 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 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 Staropoli asked all in attendance to rise and join her in a Salute to the Flag.

ROLL CALL –

Name	Present	Absent
Ms. Banzaca	X	
Mr. Kim	X	
Mr. Honey		X
Mr. Pinajian School librarian Ms. Nicolich	X	X
Ms. Staropoli	X	
Mayor Marana/ Councilman Tom Argiro	X X	
Mr. Porschen		X

Also in attendance was Director Kelemen.

APPROVAL OF MINUTES

Resolved to approve the minutes from the August 2019 regular board meetings.

The minutes were adopted on a roll call vote as follows:

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Ms. Banzaca	Second	X			
Mr. Kim		X			
Mr. Honey				X	
Mr. Pinajian Ms. Nicolich		X		X	
Ms. Staropoli	Motion	X			
Mayor Marana Mr. Argiro					x
Mr. Porschen				X	

GENERAL DISCUSSION –

Director’s Report

August 2019 Programs:

24 programs offered to community

410 people attended library programs in August 2019

Program/Event	Date	Children	Teens	Children/ Teens	Adults	Total	Department (Juv, YA, Adult)
Reading Buddies	8/1/2019	0	3	3	0	3	Juv
Magical Melodies	8/2/2019	10	0	10	7	17	Juv
Gaming Tournament	8/2/2019	0	2	2	3	5	YA
Maker Mondays	8/5/2019	7	3	10	4	14	Juv
Story Time	8/6/2019	15	0	15	10	25	Juv
Reading Buddies	8/6/2019	4	4	8	3	11	Juv
A Universe of Crafts	8/6/2019	10	4	14	8	22	Juv
Stories from Around the Globe	8/7/2019	3	0	3	2	5	Juv
Magical Melodies	8/9/2019	10	0	10	7	17	Juv
Maker Mondays	8/12/2019	8	4	12	5	17	Juv
Chess Club	8/12/2019	3	1	4	2	6	Juv
Story Time	8/13/2019	11	0	11	6	17	Juv
Reading Buddies	8/13/2019	3	3	6	4	10	Juv
A Universe of Crafts	8/13/2019	10	3	13	5	18	Juv
Music Together	8/15/2019	16	0	16	17	32	Juv
Reading Buddies	8/15/2019	0	4	4	0	4	Juv
Teen Makerspace	8/15/2019	0	6	6	3	9	YA
Canvas Painting	8/15/2019	0	0	0	12	12	Adult

Program/Event	Date	Children	Teens	Children/ Teens	Adults	Total	Department (Juv, YA, Adult)
Gaming Tournament	8/16/2019	1	3	4	2	6	YA
SRC Teen Volunteer Appreciation	8/16/2019	0	7	0	0	7	YA
End of Summer Wrap up Party	8/17/2019	48	10	58	22	80	Juv
Layered Succulent Terrariums	8/20/2019	0	0	0	10	10	Adult
Magical Melodies	8/21/2019	23	0	23	14	37	Juv
Magical Melodies	8/23/2019	13	0	13	13	26	Juv
August 2019	Totals'	195	57		159	410	

Program highlights and upcoming

- Town Day- Northvale Library/Friends of Library table on 9/7 with face painter and origami volunteers was a success – Youth Svcs. Librarian represented
- Back to School Nights at Northvale Public School-Youth Svcs. represented
- “NJ Batman” visiting with a live bat education program on Oct. 3rd
- 3D printing classes, using TinkerCad for grades 5th-12th scheduled for October
- Adults: ESL conversation, decoupage, canvas painting, book discussion and history of cemeteries in October
- *Keep the Light On!* at Northvale Library during ALA’s annual Banned Books Week, September 22-September 28, 2019
- National Friends of Libraries Week is October 20-26, 2019. Proclamation on Wednesday, October 9th at Mayor & Council meeting

Administrative

- Library Cards: 1,750 patrons registered as of September 20, 2019. 12 new registrations since the August report.
- Received draft copy of 2018 library annual audit, dated September 13, 2019.
- Resignation of part time Library Assistant, Jill Brave. Jill served library patrons exceedingly well the past 16 months. We wish her the best in her full time library job.
- PT Library Assistant position posted on BCCLS job announcements. Received several applications, conducted interviews.

Building

- Library’s fire extinguisher inspected 9/10/19 by Northeast Fire & Safety Equipment
- The Friends of the Northvale Library is generously sponsoring the entire cost of the fliptop table with locking castors and six armless wooden chairs for the Adult Fiction room as ordered from Library Interiors at a total cost of \$2,060.38 Thank you Friends for your generous support! The furnishings will arrive in early November.

Strategic Planning

- Communicating capital improvements
- Community Development Block Grant (CDBG)– ADA items – grant cycle for FY 2020/2021 begins 9/23/19; application process; library walk through scheduled
- Capital Expense Plan

BCCLS

- Uniform Loans and Auto Renewals policy recommendation by Policies & Procedures Committee approved by BCCLS Executive Board on 8/7/19. After introducing and discussing with Board over past few monthly meetings, I intend to represent the Board with a “yes” vote at upcoming BCCLS System Council meeting on 10/17/19.
- BCCLS Annual Friends Breakfast featuring keynote speaker, NYT bestselling author, Jane Green on Tuesday, October 22 at Seasons, Washington Township, 9:30a.m. Proceeds fund BCCLS scholarship. Registration forms/payment due by October 1

Friends of the Library Report

N/A

Treasurer’s Report

Monthly budget report attached. Spending to date is at 69% to total.

ROLL CALL VOTES-

Resolved to approve the claims list for August 15th through the end of September in the amount of \$7751.97

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

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Ms. Banzaca		X			
Mr. Kim	Second	X			
Mr. Honey				X	
Mr. Pinajian Ms. Nicolich		X			
Ms. Staropoli		X			
Mayor Marana Mr. Argiro	motion	X			
Mr. Porschen				X	

Resolved to approve petty cash for the month of September in the amount of \$75.
 The resolution was adopted on a roll call vote as follows:

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Ms. Banzaca	Motion	X			
Mr. Kim		X			
Mr. Honey				X	
Mr. Pinajian Ms. Nicolich		X			
Ms. Staropoli		X			
Mayor Marana Mr. Argiro	Second	X			
Mr. Porschen				X	

Resolved to hire Allison Guiliano at \$14 an hour for up to 10 hours a week as a Part Time Library Assistant.

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

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Ms. Banzaca	Second	X			
Mr. Kim		X			
Mr. Honey				X	
Mr. Pinajian Ms. Nicolich		X			
Ms. Staropoli	Motion	X			
Mayor Marana Mr. Argiro		X			
Mr. Porschen				X	

HEARING OF THE PUBLIC –

The meeting was opened to the public at 7:10 pm. With no one in the audience the meeting was closed to the public at 7:10.

ADJOURNMENT

On motion made by Mr. Pinajian and seconded by Mayor Marana, the board, with all present being in favor, **voted to adjourn at 7:11 PM**

Respectfully submitted

Melissa Banzaca, Secretary