

**Minutes  
Regular Meeting of  
The Northvale Library Board of Trustees  
Thursday, February 23rd, 2023  
6:30 PM**

**CALL THE MEETING TO ORDER –**

**STATEMENT -**

President Staropoli 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 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 –**

<b>Name</b>	<b>Present</b>	<b>Absent</b>	
Ms. Banzaca	X		
Ms. Lucas	X		
Mr. Honey	X		
Mr. Pinajian School librarian Ms. Nicolich		X	
Ms. Staropoli	X		
Mayor McGuire/ Councilman Tom Argiro	X X		
Ms. McKeever	X		

Also in attendance: May Kwon, Michele Albanese & Kathy Brunet

## APPROVAL OF MINUTES

Resolved to approve the minutes from the January 23<sup>rd</sup> 202, regular board meeting.

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

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Ms. Banzaca		X			
Ms. Lucas	Second	X			
Mr. Honey		X			
Mr. Pinajian Ms. Nicolich				X	
Ms. Staropoli		X			
Mayor McGuire Mr. Argiro		X			
Ms. McKeever	Motion	X			

## GENERAL DISCUSSION –

The construction in the children’s room was leading to a large amount of saw dust and other debris. The library staff notified Ms. Staropoli who shared images with the general contractor. He agreed the amount left was unacceptable and called to have a cleaning crew eliminate the current dust and to secure areas being worked on in the future to mitigate dust in working areas for the library staff.

The fire alarms that were installed were found to not be working on inspection. Plans to have this corrected are under way.

## DIRECTORS REPORT -

### Administrative

- Library Cards: 2089 patrons registered as of February 1st, 8 new library cards since January’s report.
- Submission required the following documents by March 15 for the State Report: The NJSL24APP Application for State Aid- to be completed by the Municipal CFO, the Accuracy Certification, and the Annual Survey.

### Building

- We are waiting for DPW to replace the damaged ceiling in the non-fiction room and the
- The main door needs to be repainted to match the new lobby.
- We need to purchase a window air conditioner for the office once the renovation is complete.
- We bought an air purifier (\$189.99) for any potential health concerns related to the construction.
- DPW has fixed the book drop; much appreciated. However, to prevent further rust and ensure safety during bad weather, we still need to install an awning.
- Kent, our architect, recommended hiring a deep cleaning service after the renovation. This would help ensure that the renovated areas are properly cleaned

### Strategic Plan

Renovation Project Progress:

- We signed AIA G701 additional work Change Order #2 and forwarded a copy to the JR contracting and ALSA. The amount of the change order is \$17,949.96. The new contract sum will be \$238,511.50
- The contract is changed as follows: Structural load redistribution, Miscellaneous carpentry items, Removing abandoned mechanical chutes, Securing existing cracks in plaster ceiling in place with furring strips at children's room, and Framing a chase to seal up a small window & existing heating pipes at children's room
- The paint colors have been chosen as follows: "Wood Ash" for both the office and the multi-purpose room, "Ocean Breeze" for the children's room, "Lighthouse" for the lobby, and "Satin/Soft Gloss" for the frames.
- We've asked the supplier to provide five countertop samples.
- The floor and paint in the children's room have been completed.

### **BCCLS**

- The BCCLS app is now available for download on both Apple and Android devices. Currently, it is in the testing phase, and the feedback received so far has been very positive.

### **Upcoming Programs/Ideas**

- Juvenile: Take & Make Crafts: Every Wednesday
- Juvenile: Toddler Time: Every Monday outside
- Juvenile: Preschool Story Time: Every Thursday
- Juvenile: Story Time: Every Tuesday outside
- Juvenile: Shop-Rite Nutrition Snacks for Kids (Senior Center)
- Juvenile: Teen Board Game Night: Every Thursday
- Adult: Korean Book Club
- Adult: Afternoon Book Club
- Adult: Canvas Painting with Kari (Senior Center)
- Adult: ESL class
- Adult: Yoga class (Senior Center: 1/30, 2/13, 2/27, 3/13, 3/27, 4/10)
- Adult: Wine Bottle Painting with Fairy Lights (Senior Center)

### **January Program highlights**

Program 2023 Date Children Teens Adults

### **Friends of the Library Report**

Jan 23<sup>rd</sup> meeting elected President/Kathy Burnet, Vice-President/Steve Jackson and Corresponding Secretary/Marianne Coffey. Kathy and Steve sworn in. Marianne will be sworn in at the February 27<sup>th</sup> meeting.

Museum passes not being renewed are Hudson River Museum & Museum of Moving Pictures but are still good through March. Empire Pass and American Museum of Natural History are active and/or have a good amount of passes left. There will also be a discount for the Liberty Science Center and Storm King will be renewed.

Plans to provide business member stickers once the Cricut machine is fixed. Friends by-laws updates are being voted on in the February meeting.

Future plans and ideas include implementing Majong classes, looking into the reading bench, contests for library patrons and commemorating a book in memory of Louis Infuso once library construction is complete.

Kathy also inquired about the size of desk Emily needs and the friends can consider helping monetarily if possible.

**Treasurer’s Report**

The final report for 2022 is pending further review by the Borough CFO. CFO is reviewing the report to account for the pension contributions and funds associated with the ADA grant.

Final reports estimated to be completed early March – The first quarter 2023 contribution of \$27,500 will be reviewed at the next mayor and council work session.

The bank balances for January are as follows:

Northvale Library expense account: \$55,803.07

Northvale Library Capital expense account: \$288,794.48

Due to the corrected expenditure calculation the balance due from 2022 is estimated to be between \$4 - \$6k.

**ROLL CALL VOTES-**

Resolved to approve the capital account claims list for February in the amount of \$4,195.10.

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	Second	X			
Ms. Lucas		X			
Mr. Honey		X			
Mr. Pinajian Ms. Nicolich				X	
Ms. Staropoli		X			
Mayor McGuire Mr. Argiro		X			
Ms. McKeever	Motion	X			

Resolved to approve the regular claims list for February in the amount of \$3,363.32.

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			
Ms. Lucas	Second	X			
Mr. Honey		X			
Mr. Pinajian Ms. Nicolich				X	
Ms. Staropoli	Motion	X			
Mayor McGuire Mr. Argiro		X			
Ms. McKeever		X			

Resolved to approve the replenishment of 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			
Ms. Lucas		X			
Mr. Honey		X			
Mr. Pinajian Ms. Nicolich				X	
Ms. Staropoli		X			
Mayor McGuire Mr. Argiro		X			
Ms. McKeever	Second	X			

Resolved to approve the hiring of Lauren Magielnicki for the Library Director position. Start date of March 6<sup>th</sup> with a salary of \$75,000 per year plus 2 weeks vacation, 10 sick days and 3 personal days.

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			
Ms. Lucas		X			
Mr. Honey		X			
Mr. Pinajian Ms. Nicolich				X	
Ms. Staropoli	Motion	X			
Mayor McGuire Mr. Argiro		X			
Ms. McKeever	Second	X			

Resolved to approve hiring a part time library assistant up to 20 hours a month at \$16.50 an hour.  
 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	Second	X			
Ms. Lucas		X			
Mr. Honey		X			
Mr. Pinajian Ms. Nicolich				X	
Ms. Staropoli		X			
Mayor McGuire Mr. Argiro		X			
Ms. McKeever	Motion	X			

Resolved to approve ordering more book barcode labels in the amount of \$666.84.  
 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			
Ms. Lucas		X			
Mr. Honey		X			
Mr. Pinajian					
Ms. Nicolich		X			
Ms. Staropoli	Second	X			
Mayor McGuire		X			
Mr. Argiro					
Ms. McKeever		X			

**HEARING OF THE PUBLIC –**

The meeting was opened to the public at 7:41 PM. Kathy Brunet (417 Crest Drive, Northvale, NJ) mentioned that items like the front door, front railing etc. be evaluated to be painted. Mayor McGuire shared that the borough is having the entire borough building and grounds evaluated for overall improvements. Items like outside lighting and brighter paint colors are being considered and the library portion of the building would be included. The meeting was closed to the public at 7:48 PM.

**ADJOURNMENT**

On motion made by Tina Staropoli and seconded by Mayor McGuire, the board, with all present being in favor, **voted to adjourn at 7:48 PM.**

Respectfully submitted

Melissa Banzaca, Secretary