

**Minutes  
Regular Meeting of  
The Northvale Library Board of Trustees  
Wednesday, November 20, 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 –**

<b>Name</b>	<b>Present</b>	<b>Absent</b>
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	
Mr. Porschen		X

Also in attendance was Director Kelemen & Emily

## APPROVAL OF MINUTES

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

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

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

### GENERAL DISCUSSION –

The architects from ALSA presented their design plans which are 90% complete. Plans and specs should be presented to the library attorney to review and make recommendations. The last 10% of the plans will be completed for the board to review and approve.

Then the formal bid process will commence to obtain a contractor to start work.

### Director's Report

Programming attendance is up 6% from last year.

### October 2019 Programs:

**38 programs offered to community**

**637 people attended library programs in October 2019**

Program/Event	Date	Children	Teens	Children/ Teens	Adults	Total	Department (Juv, YA, Adult)
Story Time	10/1/2019	7	0	7	8	15	Juv
ESL Conversation Class	10/3/2019	0	0	0	8	8	Adult
Bats! Bats! Bats!	10/3/2019	15	2	17	19	36	Juv-Adult
Northvale Pre-K 4 class	10/7/2019	8	0	8	1	9	Juv
Chess Club	10/7/2019	0	2	2	1	3	Juv
Story Time	10/8/2019	8	0	8	7	15	Juv
Northvale Pre-K 3 class	10/8/2019	6	0	6	1	7	Juv
Decoupage Glass Plates	10/8/2019	0	0	0	10	10	Adults
Magical Melodies	10/9/2019	21	0	21	16	37	Juv
ESL Conversation Class	10/10/2019	0	0	0	10	10	Adults
Fire Truck Visit	10/10/2019	22	3	25	14	39	Juv
3D Printing	10/10/2019	0	8	8	3	11	YA
Music Together	10/11/2019	9	0	9	10	19	Juv

Program/Event	Date	Children	Teens	Children/ Teens	Adults	Total	Department (Juv, YA, Adult)
Gaming Tournament	10/11/2019	2	7	9	5	14	YA
Story Time	10/15/2019	7	0	7	7	14	Juv
Northvale Pre-K 3 class	10/15/2019	6	0	6	1	7	Juv
Adult Book Discussion	10/15/2019	0	0	0	5	5	Adults
Book Club - 4th & 5th Grade	10/16/2019	2	4	6	1	7	Juv
ESL Conversation Class	10/17/2019	0	0	0	0	7	Adults
Mummy Lacing Craft	10/17/2019	15	0	15	10	25	Juv
Canvas Painting	10/17/2019	0	0	0	12	12	Adults
3D Printing	10/17/2019	0	6	6	1	7	YA
Northvale Pre-K 4 class	10/21/2019	8	0	8	2	10	Juv
Story Time	10/22/2019	3	0	3	3	6	Juv
Magical Melodies	10/23/2019	20	0	20	15	35	Juv
Local Author Visit	10/23/2019	8	2	10	8	18	Juv
Pumpkin Decorating	10/24/2019	35	0	35	28	63	Juv
3D Printing	10/24/2019	0	7	7	0	7	YA
ESL Conversation Class	10/24/2019	0	0	0	0	7	Adults
Music with Miss Nita	10/25/2019	17	0	17	17	34	Juv
Northvale Pre-K 4 class	10/28/2019	8	0	8	1	9	Juv
Chess Club	10/28/2019	2	2	4	0	4	Juv
BOO-tastic Story Time	10/29/2019	11	0	11	10	21	Juv
Northvale Pre-K 3 class	10/29/2019	5	0	5	1	6	Juv
Ghosts in the Cemetery Talk/Slide Show	10/29/2019	0	0	0	6	6	Adults
Halloween Magic Show	10/30/2019	30	3	33	15	48	Juv
DIY Halloween Bags	10/30/2019	35	5	40	0	40	Juv
ESL Conversation Class	10/31/2019	0	0	0	6	6	Adults
<b>October 2019</b>	<b>Totals</b>	<b>310</b>	<b>51</b>		<b>262</b>	<b>637</b>	

#### Program highlights and upcoming

- **Food for Fines:** For the month of December, Northvale item overdue fines will be waived for patrons donating non-perishable food items(s) at the Northvale Library. Donations benefit The Food Pantry in Norwood, approved at Oct. Board meeting.
- Children's room and vestibule displays featured in BCCLS *Cobalt* special Halloween edition (online newsletter) special Halloween edition.
- Pumpkin decorating was a big hit with the children!
- Crafting, painting, technology, music, and ESL continue to be among the most popular and consistently well attended programs with Northvale Library patrons.

## Administrative

- Library Cards: 1,771 patrons registered as of November 15, 2019. 15 new library card registrations since the October report.
- Proposed 2020 Northvale Library budget percentage allocations in accordance with State mandated municipal library funding.

## Strategic Planning

- ALSA Architecture (Roy Sokoloski and Kent Lieu) presenting the Phase 2 technical drawings and specifications progress of proposed Library Improvement Plan at Nov. 20<sup>th</sup> Board meeting.
- Library received two sets of most current technical drawings from ALSA Architecture on November 12.
- Community Development Block Grant (CDBG) application for FY 2020/2021– ADA improvement items for library; Resolution to authorize grant process made at November 13 Mayor & Council meeting

## Building

- Town removed bushes in front of library building with plans for seasonal planters.
- Thank you DPW for leveling ground and securing Library book drop, coordinating installation of new LED lighting fixture at outdoor library entrance. Entering and exiting the library is a more safe experience for library patrons and staff.

## BCCLS

- BCCLS 40<sup>th</sup> anniversary – BCCLS website features interviews until end of year (be on the lookout for one with Northvale Friends of the Library President, Kathy Brunet!)
- BCCLS Friends Committee raised over \$12,500 for The BCCLS Scholarship Fund at annual Friends Breakfast at Seasons on October 22. Thank you Northvale Friends for donating a beautiful wine and chocolate gift basket for the silent auction. It was a hit!
- Uniform Loans & Auto Renewals staff webinar and bulk record changes training in early December
- Delivery Route number 6 successfully implemented
- Northvale Library “spooky” children’s room, teen, and vestibule display featured in Cobalt (BCCLS online monthly newsletter) Special Halloween edition. Thank you Youth Services!

## **Friends of the Library Report**

The two biggest fundraisers for the Friends are coming up.

Growler and Gill event will take place on December 8<sup>th</sup> from 3 – 7.

The annual membership drive will also start.

The friends are hosting the staff holiday lunch on 10/10/19.

## Treasurer's Report

Monthly budget report attached. Spending to date is at 84% to total.

Capital account set up at \$100,000. We've received our 4<sup>th</sup> quarter check from the borough.

### ROLL CALL VOTES-

Resolved to approve the claims list for November in the amount of \$7,299.14:

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

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

Resolved to approve petty cash for the month of November in the amount of \$75.

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

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

Resolved to approve the closing of the library on Tuesday December 10<sup>th</sup> from 12:30 – 2:30 to hold a staff end of year celebration lunch:

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

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

Resolved to use All County Maintenance Company for general cleaning up to 6 hours a week on a temporary basis.

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

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

**HEARING OF THE PUBLIC –**

The meeting was opened to the public at 7:59 pm.

Kathy Brunet asked when the Northvale Tree lightning ceremony is scheduled for and if the library will stay open. Director Kelemen confirmed yes.

**ADJOURNMENT**

On motion made by Tina Staropoli and seconded by Mike Kim, the board, with all present being in favor, **voted to adjourn at 8:00 PM**

Respectfully submitted

Melissa Banzaca, Secretary