

MINUTES
Regular Meeting of
the Northvale Library Board of Trustees
Wednesday, May 27, 2015
6:30 PM

CALL THE MEETING TO ORDER –

President Porschen called the meeting to order at 6:33 PM in the conference room on the 2nd floor of the borough hall located at 116 Paris Avenue, Northvale, New Jersey 07647.

STATEMENT -

President Porschen stated

“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 – MOMENT OF SILENCE –

President Porschen asked all in attendance to rise and join him in a Salute to the Flag and then called for a moment of Silent Prayer.

ROLL CALL –

Name	Present	Absent
Mr. DeLisio	X	
Mr. Devlin	X	
Mr. Honey	X	
Mr. Pinajian	X	
Ms. Staropoli	X	
Mayor Piehler	X	
Mr. Porschen	X	

Also in attendance were Library Director Ellen O’Keefe, Youth Services librarian Marisa Hall, and Library Counsel Michael A. Cerone.

APPROVAL OF MINUTES –

Minutes of the regular meeting of April 22, 2015 were approved on roll call vote as follows.

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Mr. DeLisio	second	X			
Mr. Devlin	motion	X			
Mr. Honey		X			
Mr. Pinajian		X			
Ms. Staropoli		X			
Mayor Piehler		X			
Mr. Porschen					X

Minutes of the executive meeting of April 22, 2015 were approved on roll call vote as follows.

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Mr. DeLisio	second	X			
Mr. Devlin		X			
Mr. Honey		X			
Mr. Pinajian		X			
Ms. Staropoli		X			
Mayor Piehler		X			
Mr. Porschen	motion				X

GENERAL DISCUSSION –

Acknowledgements: Thanks to Alex Brands Toy Company for the donation of the following items and to Mr. Staropoli and Northvale Boy Scouts troupe 124 for helping with moving it to the library.

- 3 desks
- 4 computer tables
- 4 chairs
- 3 bookcases
- 2 hutches
- 3 file cabinets
- 1 art easel

Friends of the library and the Northvale Boy Scouts for helping to clean out the basement so that it can once again be utilized by the boy scouts, historical society, library, recreation, girl scouts, etc.

Professional Development Hours

Ms. Staropoli attended a two hour seminar titled “What Every Library Trustee Needs to Know – Now! In Secaucus, New Jersey on May 13, 2015

Director's Report and update

Marisa Hall was introduced as the Youth Services Librarian. She gave an overview of the summer reading program and an update on the children's section of the library. She also handed out a summer calendar of events and shared some scheduled activities and guest speakers.

Staff update:

With consultation of Personnel Committee, following actions occurred:

Jordan Girard hired as Library Assistant for 18 hours/week at the \$14.00 hourly wage

Lut Maclid reassigned as Library Page for up to 8 hours/week; \$8.38 hourly wage

Training

Michele Albanese and Jordan Girard attended 3 BCCLS training sessions; 4 more scheduled.

The library held their first staff meeting on Wednesday, May 20. Procedures, dress code, approved policies reviewed. Name tags distributed

Go Live and Grand Re-Opening Celebration

Invitations: I have contacted newspapers, NJLA, NJ State Library, will send an "all" message to BCCLS

Library cards are ready for distribution

Policies for Review:

New item limits per family for at least first month:

1 DVD from either Juvenile or Adult collection

2 picture books

1 each of all other fiction & nonfiction books

Amendment of Borrowing Policies-see highlighted portions and new paragraphs at end

Proposed Computer & Internet Usage Policy

Proposed Request for Reconsideration of Library Resources

Proposed Materials Selection/Collection Development Policy

Proposed Community Meeting Area Policy

Proposed Patron Code of Conduct

Director O'Keefe also shared that we have 13,500 items in our collection which includes a brand new graphic novel collection.

Budget Report:

The attorney recommended having a balance sheet for the budget by the fall.

ROLL CALL VOTES

Resolved to adopt the proposed new policies and amendments to the previous policies.

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

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Mr. DeLisio	second	X			
Mr. Devlin		X			
Mr. Honey		X			
Mr. Pinajian		X			
Ms. Staropoli	motion	X			
Mayor Piehler		X			
Mr. Porschen		X			

Resolved to approve the claims list of invoices totaling \$8,962.90 for this past month

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

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Mr. DeLisio					X
Mr. Devlin		X			
Mr. Honey		X			
Mr. Pinajian		X			
Ms. Staropoli	motion	X			
Mayor Piehler		X			
Mr. Porschen	second	X			

Resolved to approve the website and logo design by Debbie Pirsos (option #2; adding more gold to the color) up to \$500.

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

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Mr. DeLisio		X			
Mr. Devlin	second	X			
Mr. Honey		X			
Mr. Pinajian		X			
Ms. Staropoli	motion	X			
Mayor Piehler		X			
Mr. Porschen		X			

Resolved to hire Michael Grgurev and Dianne Scott as library assistants as of June 1st at \$14.00 per hour; up to 25 hours a week

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

Name	ACTION	YES	NO	ABSENT	ABSTAIN
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Mr. DeLisio					X
Mr. Devlin		X			
Mr. Honey		X			
Mr. Pinajian	second	X			
Ms. Staropoli	motion	X			
Mayor Piehler		X			
Mr. Porschen					X

Resolved to establish a petty cash fund for \$250.00, to come out of the library account

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

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Mr. DeLisio	motion	X			
Mr. Devlin		X			
Mr. Honey		X			
Mr. Pinajian		X			
Ms. Staropoli		X			
Mayor Piehler	second	X			
Mr. Porschen		X			

Resolved to establish a fine drawer in the library with \$50.00, to come out of the library account

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

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Mr. DeLisio		X			
Mr. Devlin	second	X			
Mr. Honey		X			
Mr. Pinajian		X			
Ms. Staropoli		X			
Mayor Piehler		X			
Mr. Porschen	motion	X			

Resolved to hire Ed Kammer to clean the library at \$15.00 per hour, not to exceed 10 hours a week.

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

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Mr. DeLisio		X			
Mr. Devlin		X			
Mr. Honey	second	X			
Mr. Pinajian		X			
Ms. Staropoli	motion	X			

Mayor Piehler		X			
Mr. Porschen		X			

HEARING OF THE PUBLIC –

President Porchen opened the meeting to the public at 7:45 PM

Public Comment

Ms. Daryl George – 405 John Ed rd – asked what kids need to bring to get a library card. Director O’Keefe stated that they need to bring their parent and the parent needs to show proof of residence such as a license or utility bill.

Ms. Kathy Brunet – 417 Crest Drive – shared information about the upcoming book sale that the Friends of the Library are hosting. Weather permitting it will be outside on the front lawn of the library. If it rains it will be held in St. Anthony’s cafeteria.

On motion made by President Porchen and seconded by Mr. Devlin, the board, with all present being in favor, **voted to adjourn at 8:01 PM**

Respectfully submitted

Tina Staropoli, Secretary