

**Minutes  
Regular Meeting of  
The Northvale Library Board of Trustees  
Thursday, January 25th, 2023  
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		
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 December 14, 2022, 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		X			
Mr. Honey		X			
Mr. Pinajian					
Ms. Nicolich		X			
Ms. Staropoli	Second	X			
Mayor McGuire					X
Mr. Argiro					
Ms. McKeever	Motion	X			

Resolved to approve the minutes from the December 29, 2022, special board meeting.

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

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

## GENERAL DISCUSSION –

The facilities committee will meet at the library to discuss the charge for the support beam enforcement charge.

## DIRECTORS REPORT -

### Administrative

- Library Cards: 2081 patrons registered as of January 1st, 8 new library cards since December's report.
- The Northvale Municipal Drug Alliance requested the Library to purchase books on prevention, treatment, and recovery totaling \$200. The borough will reimburse the Library for this expense.
- On December 29th, at additional year end board meeting: Voted transfer of funds \$7000 to the Capital Expense account to cover possible cost overruns
- Need to revise bylaws of the Northvale Library board of trustees
- IT - Re-did the library website + mobile version and cleaned up the user interface

## **Building**

- North East Fire & Safety checked the fire alarms and planned to replace the existing alarm heads with new ones on Jan 24th or 25th.

## **Strategic Plan**

### Renovation Project Progress Report

1. Schedule: The estimated schedule for completion of this project will be the end of March.
2. Percent of Completion: Work is estimated at 15 percent complete.
3. Field inspection- In response to the building inspector's concerns about cracks in the existing plaster ceiling, all parties reviewed the existing metal lath plaster ceiling over the Children's Room. The cracks in the ceiling do not indicate any structural concern. JR will do a soft hammer test on the plaster to determine if any is loose.
4. JR Contracting's Cost proposals for possible additional work- After reviewing the proposals, a decision will be made.
  - a. Remove and replace all existing ceilings with Type X gypsum board.
  - b. Install a furring strip to secure the existing plaster ceiling and seal up all missing plaster ceilings with type X gypsum board.
  - c. Remove the abandoned duct to gain more space in the central circulation area.
  - d. Submit a cost proposal for the new structural columns and the wood finish columns, wood bookcases, and new wood trim at the entryway on the interior side of the circulation area.

## **BCCLS**

- Attended BCCLS System Council meeting on December 15th at the Franklin Lakes Library.
  1. Unique Sign-On: Each staff member who accesses the library system will be provided with a unique username and password. Shared accounts will be turned off by the end of March.
  2. BCCLS Wifi will be offered to all the member libraries. More details will be updated.
  3. Donated winter clothes for BCCLS Winter Coat Drive.
- The first quarter bill was received (\$6,185.57)
- Certification of Agreement for 2023 (needs Library Board President's signature).
- Submitted 2022 BCCLS Delivery End of Year Survey - We are extremely satisfied with the delivery.

## December Program highlights

December 2022	Date	Children	Teens	Adults		Total	
Ms Nita	12/2/22	13	0	13		26	Juv
Tree Lighting	12/2/22	50	0	10		60	Juv
Toddler Time	12/5/22	0	0	0		0	Juv
Take+Make	12/7/22	12	0	0		12	Juv
Preschool Storytime	12/8/22	12	0	2		14	Juv
Arts & Crafts with Pam	12/8/22	0	0	0		0	Adult
Toddler Time	12/12/22	0	0	0		0	Juv
Snacking Class	12/13/22	0	0	0		0	Juv
Korean Book Club	12/13/22	0	0	4		4	Adult
Painting with Kari	12/13/22	0	0	11		11	Adult
Python	12/14/22	0	2	0		2	YA
Take+Make	12/14/22	12	0	0		12	Juv
Preschool Storytime	12/15/22	12	0	2		14	Juv
Ms Nita	12/16/22	17	0	17		34	Juv
Toddler Time	12/19/22	0	0	0		0	Juv
Take+Make Cookies	12/21/22	24	0	0		24	Juv
Preschool Storytime	12/22/22	12	0	2		14	Juv
Take+Make	12/28/22	24	0	0		24	Juv
<b>TOTAL</b>		188	2	61		251	

## Upcoming Programs/Ideas

- Winter Reading Bingo (1/9-2/24)

For kids and adults. Winter Reading Bingo runs January 9th - February 24th. Each completed Bingo participant earns a raffle ticket for a chance to win a gift card.

- 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)

\*Music with Ms. Nita has been postponed until the children's room renovations have been completed.

## Friends of the Library Report

Elections were held for the current year. The friends group decided which museum passes to renew/keep for the upcoming year and will look for additional passes to purchase.

They are trying to fix the cricut machine.

Kathy also requested that the gutters and front wall mortar get examined.

### Treasurer's Report

The final report from the accountant should be sent by the end of February. Looking at having to pay into the pension fund at 15.9% Mr. Honey is estimating we will be owed between \$30 to \$35k for the remainder of 2022.

The regular operating account is \$64,000

The capital account is \$288,794

### ROLL CALL VOTES-

Resolved to approve the claims list for January in the amount of \$9,264.17.

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

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

Resolved to approve hiring Tim Barnhart at \$16.50 an hour for the 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> Saturdays of the month. Starting on 2/4/23 with 6-12 hours a month and possible additional hours for subbing.

The resolution was 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	Motion	X			
Mayor McGuire		X			
Mr. Argiro					
Ms. McKeever		X			

Resolved to approve updating the library bylaws to extend position term limits.

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

Resolved to approve 2023 library committee positions as listed below.

Personnel: Ms. Staropoli, Mr. Pinajian, Ms. McKeever

Operations: Ms. Banzaca, Ms. Staropoli, Ms. Lucas

Facilities: Ms. Banzaca, Mr. Honey, Ms. Lucas

Budget & Finance: Mr. Honey, Mayor McGuire, Ms. McKeever

Strategic Planning: Ms. Banzaca, Ms. Staropoli, Mayor McGuire

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

Resolved to approve payment to J&R contracting in the amount of \$17,950 for extra construction costs to support a load bearing wall.

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	Second	X			
Mr. Pinajian					
Ms. Nicolich		X			
Ms. Staropoli		X			
Mayor McGuire		X			
Mr. Argiro					
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 7:51 PM. With no one addressing the board the meeting was closed to the public at 7:51 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 7:53 PM.**

Respectfully submitted

Melissa Banzaca, Secretary