

**Minutes
Regular Meeting of
The Northvale Library Board of Trustees
Wednesday, December 26, 2018
6:30 PM**

CALL THE MEETING TO ORDER –

President Porschen called the meeting to order at 6:46 PM in the Northvale Public Library located at 116 Paris Avenue, Northvale, New Jersey 07647.

STATEMENT -

President Porschen 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 Porschen asked all in attendance to rise and join him in a Salute to the Flag.

ROLL CALL –

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

Also in attendance was Director Kelemen
Councilman Argiro had to leave at 7pm.

APPROVAL OF MINUTES

Resolved to approve the minutes from the November 28, 2018 regular board meeting which includes the budget.

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

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

GENERAL DISCUSSION –

The trustees had a discussion on the committees and the offices for next year.

Director's Report

Administrative

Library Cards: 1593 patrons registered as of December 21, 2018. 14 new cards since the November report.

Staff Development

I would like permission to close the library for 3 hours on a weekday in February 2019 to host a staff training on how to better assist library patrons with autism. The training will be conducted by Heart To Heart & Associates, LLC.

BCCLS

Jennifer attended System Council December meeting

BCCLS hired new Delivery Manager. Her start date is January 14, 2019.

Additional \$9k for BCCLS delivery to be billed quarterly

BCCLS Exec. Director will be making a site visit to each BCCLS library to meet staff of all 77 BCCLS libraries in coming months.

Building & Grounds

Library Book Drop has been fixed/stabilized by DPW

Library toilet water running; recalled piece was ordered and delivered by DPW; FMII replacement kit (rod actuation) installed by on December 21. Advised by worker that library toilet also needs new hoses.

Library outdoor front entrance lighting: poor visibility in evening; notified DPW; waiting resolution

Attended Safety Meeting at Borough Hall on Friday, December 2

Strategic Planning

Architect Roy Sokoloski and associate Kent Lieu had a scheduled visit to the Northvale Library from 10:30-5 on December 12th to see the daily activities of the library during regular operating hours (delivery, circulation, tech. processing, full day of programs, storage, patron usage)

Provided architect with a current listing of volumes, categorized by Adult, Children, YA, Media Roy will follow up in early 2019.

Community

Northvale School: Emily was invited to attend Northvale School's annual Read-A-Thon Kick Off, Dec. 19 where she read to a 2nd grade class. Emily was invited to return to Northvale School for the closing ceremony for Read-A-Thon on March 1, 2019.

Senior Center: Jennifer coordinated program with Pam from Senior Center. Organized a co-sponsored blues music history concert for adults to take place at the Senior Center on Wednesday, January 30th at 1 pm. All adults are welcome.

Borough: Library remained open for annual Borough Tree lighting ceremony to provide restroom and a warm space for participants; Emily & Jennifer greeted patrons

Friends: Jennifer attended Friends of the Northvale Library annual Growler & Gil Fundraiser as "Local Celebrity."

Jennifer and Emily attended Friends of the Northvale Library December meeting

The Friends of Northvale Library sponsored end of year lunch for library staff from D'Andrea's. Thank you to Friends group for providing a nice luncheon for the staff to celebrate a good year of library teamwork.

Friends of the Library Report

Ms. Kathy Brunet – 417 Crest Drive gave her report from the Friends:

The Growler and Gil fundraiser raised \$2700. The holiday/wrapping in the library was also a success.

The Friends donated a Nintendo switch gaming system to the library and also sponsored the staff luncheon.

The Board of Trustees thanked the Friends for all they do

Treasurer's Report

See attached budget

ROLL CALL VOTES –

Resolved to approve the claims list for the month of December in the amount of \$5786.98

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

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

Resolved to approve the following Wednesday Meetings for 2019: 1/23, 2/27, 3/27, 4/24, 5/22, 6/26, 7/24, 8/28, 9/25, 10/23, **11/20, 12/18**. It will be the fourth Wednesday of each month except November and December it will be the third Wednesday because of the holidays.

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

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

Resolved to approve the closing of the library for 3 hours on a weekday in February 2019 to host a staff training on how to better assist library patrons with autism. The training will be conducted by Heart To Heart & Associates, LLC.

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

HEARING OF THE PUBLIC –

President Porschen opened the meeting to the public at 7:35 PM

Myung Kim- 371 Bradley Ave suggested having a “cabbage night” activity at the library on October 30, 2019. He also suggested starting a board game club.

With no one else addressing the board, President Porschen declared the public comment portion of the meeting closed.

ADJOURNMENT

On motion made by Ms. Staropoli and seconded by Ms. Banzaca, the board, with all present being in favor, **voted to adjourn at 7:54 PM**

Respectfully submitted

Tina Staropoli, Secretary