

**Minutes
Regular Meeting of
The Northvale Library Board of Trustees
Wednesday, April 28, 2021
6:30 PM**

CALL THE MEETING TO ORDER –

STATEMENT -

President Staropoli called the meeting to order at 6:32 PM. The meeting was held entirely through the Zoom app so board members and members of the public could attend remotely.

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 –

Name	Present	Absent	
Ms. Banzaca	X		Via Zoom
Ms. Lucas	X		Via Zoom
Mr. Honey	X		Via Zoom
Mr. Pinajian		X	
School librarian Ms. Nicolich	X		Via Zoom
Ms. Staropoli	X		Via Zoom
Mayor Marana/ Councilman Tom Argiro	X		Via Zoom
Ms. McKeever	X		Via Zoom

Also in attendance Emily Pepe and Kathy Brunet via Zoom.

APPROVAL OF MINUTES

Resolved to approve the minutes from the March 24, 2021 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				X	
Ms. Nicolich		X			
Ms. Staropoli	Motion	X			
Mayor Marana		X			
Mr. Argiro					
Ms. McKeever	Second	X			

GENERAL DISCUSSION –

DIRECTORS REPORT-

Program highlights and upcoming

- March Crafts Kits: 87 kits
- March Story Time Views: 59 views
- March Music with Miss Nita - 69 views
- March Magical Melodies - 172 views
- Weekly ESL Conversation class for Adults on Zoom: 7-10 adults per week.
- March Canvas Painting for Adults on Zoom with Kari: 18 adults

Administrative

- Library Cards: 1846 patrons registered as of April 23, 2021. 10 new library cards since March's report.
- Requesting to stay open until 2:30 PM on Saturday, June 12th to host our Summer Reading Kickoff.
- The Cares Mini-Grants for Public Libraries was submitted to the state on April 19th. The requested funding would supply Chromebooks, a free standing charging station, and single-use ear buds.
- Proposed to expand hours on Tuesdays and Thursdays to 8 PM beginning on June 1, 2021.
- Proposed to extend Fine Free through July 31, 2021

Strategic Plan

- Committee will meet next in mid May.
- Emily has begun the writing process for the 2022 - 2025 Strategic Plan.
- Roy and Kent have sent their drawings for the ADA project. They are still working on the bid specs and documents.

BCCLS

- BCCLS 72 hours quarantine of book drop returns and BCCLS deliveries remains the standard procedure for all BCCLS libraries.

Upcoming Meetings/Workshops

- Emily attended the Library Advocacy program "Telling Your Library's Story" on April 22nd & will attend Part-Two on May 6th.
- May and Michele attended BCCLS Circulation Training on April 22nd.

Upcoming Programs

- Summer Reading Kickoff & Wrap up outdoor events have been planned with safety protocols in place. In the case of inclement weather, the events will be moved to Zoom.
- Thank you to the Friends for sponsoring our Summer Reading 2021 program!

FRIENDS OF THE LIBRARY REPORT –

Creative bug 60 day trial has started. The friends will be sponsoring the Summer Reading program with prizes and is looking into possible Fall fundraisers.

TREASURER’S REPORT-

We are running 8 % under budget through April.

Northvale Library Expense account: \$135,082.23 (note; a withdrawal was made in April of \$50k to Capital Expense acct)

Northvale Library Capital Expense account : \$91,907.70 (note;a deposit was made in April of \$50k --new balance \$141,907.70)

Final Northvale Library Financial reports for 2019 & 2020 were submitted.

The final reports include adjustments for Pension Contributions -- The revised balance for 2019 is <-\$25.98>; the balance for 2020 is \$14,606.23 -- A check in the amount of \$14,508.25 will be remitted to the library.

ROLL CALL VOTES-

Resolved to approve the claims list for April in the amount of \$13,054.96:

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

Resolved to approve the replenishment of petty cash for \$75:

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	Second	X			
Mayor Marana		X			
Mr. Argiro					
Ms. McKeever		X			

Resolved to approve the transfer of \$14,508 from the 2019-2020 excess balance from the operating account to the capital account.

The resolution was 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 Marana Mr. Argiro		X			
Ms. McKeever		X			

Resolved to approve extending the fine free period through July 31st 2021.

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	Second	X			
Mayor Marana Mr. Argiro		X			
Ms. McKeever		X			

Resolved to approve allowing the library to stay open until 2:30 on Saturday June 12th to host the Summer Reading kickoff.

The resolution was 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	Motion	X			
Mayor Marana Mr. Argiro	Second	X			
Ms. McKeever		X			

Resolved to approve the authorization for ASDA to go out for to bid for the capital improvement project.

The resolution was 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	Motion	X			
Mayor Marana Mr. Argiro	Second	X			
Ms. McKeever		X			

Resolved to stay open until 8pm on Tuesdays and Thursdays starting June 1.

The resolution was 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 Marana Mr. Argiro		X			
Ms. McKeever		X			

Resolved to approve a salary increase for May Kwon to \$18.57 per hour.

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

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

Resolved to approve a salary increase for Michelle Albanese to \$20.01 per hour.
 The resolution was 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	Motion	X			
Mayor Marana	Second	X			
Mr. Argiro					
Ms. McKeever		X			

HEARING OF THE PUBLIC –

The meeting was opened to the public at 7:09PM. With nobody from the public addressing the board the meeting was closed to the public at 7:09 PM.

ADJOURNMENT

On motion made by Tina Staropoli and seconded by James Honey, the board, with all present being in favor, **voted to adjourn at 7:12 PM**

Respectfully submitted
 Melissa Banzaca, Secretary