

**Minutes
Regular Meeting of
The Northvale Library Board of Trustees
Wednesday January 22nd, 2024
6:30 PM**

CALL THE MEETING TO ORDER –

STATEMENT -

Vice President McKeever called the meeting to order at 6:35 PM in the Northvale Public Library located at 116 Paris Avenue, Northvale, New Jersey 07647.

STATEMENT -

Vice President McKeever 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

Vice President McKeever asked all in attendance to rise and join her in a Salute to the Flag.

ROLL CALL –

Name	Present	Absent	
Ms. Banzaca	X		
Ms. Lucas		X	
Mr. Honey	X		
Mr. Pinajian School librarian Ms. Nicolich	X		
Ms. Staropoli	X		
Mayor McGuire/ Councilwoman Fernandez	X		
Ms. McKeever	X		

Also in attendance: Director Magielnicki & Kathy Brunet

APPROVAL OF MINUTES

Resolved to approve the minutes from the December 13th 2023, 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	Second	X			
Mr. Pinajian		X			
Ms. Nicolich					
Ms. Staropoli		X			
Mayor McGuire		X			
Ms. Fernandez					
Ms. McKeever	Motion	X			

GENERAL DISCUSSION –

Mayor McGuire swore in Terri McKeever to a 5 year term which updated the following term dates for the trustees:

The Board of Trustees each serving a 5 year term

Mr. James Honey- Franklin Street- expiring on 12/31/24

Ms. Tina Staropoli- Tappan Road- expiring on 12/31/25

Ms. Melissa Banzaca- Bradley Avenue- expiring on 12/31/26

Ms. Maria Lucas- West Avenue- expiring on 12/31/27

Ms. Terri McKeever- Hughes Street- expiring on 12/31/28

DIRECTOR'S REPORT

Administrative:

- Library Cards: 2,211 patrons registered as of December 1, 2023.

Building:

- Maria and her mother stopped by the library and helped arrange where the historical photographs should go. I contacted the DPW to be placed on their list to help us hang them up. ● Looking at Tuesday, March 5th, at 6PM for the grand reopening. Working with Amy Wilcocto have the high school Jazz Band play.

- Fire alarm inspections were completed on January 8th.

- The roof is dripping in 2 different spots on our front walkway. One of them is at the bottom of the ramp and the other is above our book drop. The one above the book drop is causing it to rust and sometimes we have trouble opening its door because the wood block underneath swells.

- We are leasing a new copy machine. The old one needed replacement parts within weeks of each other and our rep found us a good deal on a new lease. It is about \$20 cheaper a month now.

BCCLS:

- BCCLS Certification of Agreement needs to be signed and submitted.

- We received our BCCLS invoice in the amount of \$6,028.37.

Movie License

- We purchased a movie license through Swank. It will be for a year starting in February.

New Jersey State Library

- The state report has just opened up for reporting. It is due in March.

Fine Free:

- 37 BCCLS Libraries have gone Fine Free permanently. 7 are temporarily free (including Northvale). 2 are fine free for youth only.
- I recommend going Fine Free to not confuse our patrons. We have been fine free since 2020 and it will be difficult to take that away now.

December Program Highlights

- Kids Craft Hour: 47
- Story Time: 43
- Toddler Time: 20
- Korean Book Club: 7
- Afternoon Book Club: -
- Evening Book Club: -
- Painting with Kari: 10
- Ms. Nita: 57
- ESL: 18
- Kid's Book Club: 5
- Homework Help: 12
- Tween Craft: 2
- Tween STEM Lab: 8
- Santa Letters: 15
- Adult Arts and Crafts: 1

Upcoming Programs/Ideas

- Juvenile: Crafts
- Juvenile: Toddler Time
- Juvenile: Preschool Story Time
- Juvenile: Story Time
- Juvenile: Tween Craft
- Juvenile: Children and Tween Intro Classes
- Juvenile: Book Club
- Juvenile: Homework Help
- Juvenile: Tween/teen K-Pop Dance Class
- Adult: Korean Book Club
- Adult: Afternoon Book Club
- Adult: Evening Book Club
- Adult: Canvas Painting with Kari
- Adult: ESL class
- Adult: Arts & Crafts
- Adult: Electrifying Your Home Presentation
- Adult: Backyard Gardening Presentation
- Adult: Mahjong Class
- Adult: Shoprite Dietitian
- Family: Eclipse Glasses
- Family: NJ Makers Day
- Family: Grand Reopening

Friends of the Library Report

Elections were held with 2 year terms approved for Treasurer, Recording Secretary and Membership secretary.

Friends have established a Zelle account to accept membership dues payments.

Businesses and members without emails were sent a paper annual appeal letter.

The friends will run the refreshment table at the Grand Reopening of the Library.

The friends have offered to assist organize the library's portion of the basement storage.

Treasurer's Report

In Total we are 11% under budget -- Wages, Salaries, etc. are at 101% of Budget (with pension contribution); and Expenses are significantly under budget .

The Northvale Library Bank Balances (including uncleared checks) as of the end of November are as follows:

Northvale Library Expense account: \$52,035.10

Northvale Library Capital Expense account: \$83,361.76

Notes for review:

*Library Expense account balance after payment of all Dec. claims and receipt of Q4 boro contribution was \$52,035.10 (which is less than the 20% of 2022 audited expenses)--

*Final ALSA invoice posted

*Final invoices for 2023 were reviewed and posted .

ROLL CALL VOTES-

Resolved to approve the regular claims list for January in the amount of \$8,968.63:

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		X			
Ms. Nicolich					
Ms. Staropoli	Motion	X			
Mayor McGuire	Second	X			
Ms. Fernandez					
Ms. McKeever		X			

Resolved to approve the proposed 2024 Library Budget.

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:

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

Resolved to approve the Board officers for 2024.

President- Tina Staropoli; Vice President- Terri McKeever; Secretary- Melissa Banzaca;

Treasurer- Jim Honey.

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		X			
Ms. Nicolich					
Ms. Staropoli	Motion	X			
Mayor McGuire	Second	X			
Ms. Fernandez					
Ms. McKeever		X			

Resolved to approve keeping the fine free library policy in effect indefinitely:

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		X			
Ms. Nicolich					
Ms. Staropoli	Motion	X			
Mayor McGuire		X			
Ms. Fernandez					
Ms. McKeever		X			

HEARING OF THE PUBLIC –

The meeting was opened to the public at 7:31 PM. With no one addressing the board the meeting was closed to the public at 7:31 PM

ADJOURNMENT

On motion made by Tina Staropoli and seconded by Terri McKeever, the board, with all present being in favor, **voted to adjourn at 7:31 PM.**

Respectfully submitted

Melissa Banzaca, Secretary