

MINUTES
Regular Meeting of
the Northvale Library Board of Trustees
Wednesday, April 22, 2015
6:30 PM

CALL THE MEETING TO ORDER –

Vice President Devlin called the meeting to order at 6:34 PM in the conference room on the 2nd floor of the borough hall located at 116 Paris Avenue, Northvale, New Jersey 07647.

STATEMENT –

Vice President Devlin 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 –

Vice President Devlin asked all in attendance to rise and join him in a Salute to the Flag and then called for a moment of Silence.

ROLL CALL –

The following trustees were present.

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 and Library Counsel Michael A. Cerone.

*Mayor Piehler arrived at 6:56pm during the director’s report

APPROVAL OF MINUTES –

Minutes of the regular meeting of March 25, 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 March 25, 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	

GENERAL DISCUSSION –

- **Director’s Report and update:**

Personnel:

Marisa Hall’s first day as Youth Services Librarian was Monday, April 13. Marisa is weeding, shifting and linking the collections. We are planning a Summer Reading Program. As an NJLA intern, she is attending the annual conference in Long Branch Tuesday, April 21 and Wednesday, April 22. Marisa contacted the Northvale School and NVOT high school media specialists. Marisa has been awarded a BCCLS scholarship and will be among the honorees at the next System Council, Thursday, May 14 at the Washington Township Library. I will be at this meeting; most likely to copresent with the Bergenfield PL director.

Handyman, Doug Wingerath

Doug is doing an excellent job for us. He has attached bathroom fixtures, bookshelves, moved furniture, secured bookcases and repaired items as needed.

Custodian:

We are in need of someone who can clean the facility.

Linking:

I am linking the collection along with the freelancers. We started with adult fiction. Paperbacks, children’s, young adult, dvds and nonfiction will be linked in that order. Barcodes have been ordered for the materials purchased within last four years and for future items.

Financial:

Payments

- Subaccounts to be created by borough for future library purchasing; waiting for procedures to be sent by Shuaib Firozvi
- Requested ST4 state form from borough for purchasing

Macs currently connect to Optimum wifi; not able to consistently connect personal devices;

need to be able to have full connectivity for all visitors.

Library Cards:

2,500 “combo pak” cards will be ordered with Vanguard ID; awaiting final design approval

Trustees Training Opportunity:

May 13, 6:30 pm, Secaucus PL; free for BCCLS Trustees.

Known Meetings for May:

- Tuesday, May 5, 9:30 am, New Directors, Hasbrouck Heights
- Friday, May 8, 9:30 am, Youth Services, Closter
- Friday, May 12, 12 noon, Pascack Valley Directors, Old Tappan
- Thursday, May 14, 9:30 am, System Council/BCCLS Scholarship Breakfast: Marisa & I will be attending

- **Review of the library floor plan**

President Porschen drafted up a floor plan showing the new layout

- **Website designer:**

Debbie Pirsos presented ideas on a website. She will meet with Marissa Hall and Ellen O’Keefe and present a proposal in a few days

- **Budget report**

Jim Honey will email a preliminary budget. Staff wages will probably account for 71% of budget.

- **Electrician update**

K & M electric added four additional outlets. He needs to add one more outlet by the director’s desk.

Setting up a petty cash account was discussed

The window sash in the staff room broke. The top part of the window broke. The DPW will come in and fix it.

The Historical Society furniture will be moved downstairs by the DPW.

There is an eagle scout who wants to help clean up the basement.

ROLL CALL VOTES

Resolved that the Library will close on Saturday, September 5, 2015 and Monday, October 12, 2015 and adding the two additional dates to the list of yearly holiday closings.

The resolution was adopted 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	

Resolved to order an opening day collection recommended by Director O’Keefe at a cost of \$8,185 which includes 400 books for the youth services collection, 118 books for the adult collection, and 41 DVDs for all ages

The resolution was adopted 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	

Resolved to return to the Borough of Northvale the unspent balance of the initial \$100,000 installment of the library’s statutory appropriation retaining the sum of \$10,000 for the operation of the library.

The resolution was adopted 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	motion	X			
Mr. Porschen				X	

Resolved to pay Carolyn Blowers in the amount of \$1140.00 for services rendered March 16 – March 26, 2015 (28.5 hours)

The resolution was adopted on roll call vote as follows:

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

Resolved to pay the following independent contractors to link the current library collection for services rendered between April 10 – April 22, 2015.

- Trevor Diamond - \$90
- Travis Edwards - \$90
- Lauren Klein - \$54
- Amanda Griffin - \$360
- Michael Grgurev- \$432
- Luca Manna - \$72
- Margaret O'Keefe - \$216
- Dianne Scorese - \$180

The resolution to pay a total of \$1,494.00 (83 hours) was adopted on roll call vote as follows:

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

Resolved to pay Doug Winegrath for services rendered April 10 – April 22, 2015 the amount of \$480.41 which includes wages for 4.25 hours and receipts.

The resolution was adopted on 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 pay Michael Cerone, library counsel, the amount of \$1,466.67 for services rendered through April 2, 2015

The resolution was adopted on roll call vote as follows:

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

Resolved to reimburse Director O’Keefe for purchasing refreshments for volunteers and for purchasing hooks in the amount of \$60.50.

The resolution was adopted on 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	second	X			
Mayor Piehler		X			
Mr. Porschen				X	

Resolved to pay Miele for services rendered in the amount \$100.00 for the dumpster.

The resolution was adopted 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	

Resolved to adopt the proposed Borrowing Policy submitted by Director O’Keefe

The resolution was adopted on 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 charge a \$1.00 fee for a lost library card and donate the money to the Friends of the Library group.

The resolution was adopted 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	

Resolved to adopt the proposed Unattended Children Policy submitted by Director O’Keefe

The resolution was adopted 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	motion	X			
Mayor Piehler		X			
Mr. Porschen				X	

Resolved to authorize Director O’Keefe to obtain the domain: northvalelibrary.org

The resolution was adopted on 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	motion	X			
Mr. Porschen				X	

Resolved to pay K&N electric for services rendered in the amount of \$600 for four additional outlets.

The resolution was adopted on roll call vote as follows:

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

Resolved to reimburse Ed Devlin for \$27.92 for the purchase of four keys

The resolution was adopted 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	motion	X			
Mayor Piehler		X			
Mr. Porschen				X	

HEARING OF THE PUBLIC –

Vice President Devlin opened the meeting to the public at 7:59 PM

Public Comment

Daryl George – 405 John Ed rd – asked about the hours of the library and the opening date. Director O’Keefe said it will be a few more weeks but can’t give a specific date yet. The hours are posted on the borough website.

Friends of the Library are now incorporated and would like to meet the first Wednesday of every month in the library at 7:30. She thanked everyone for the \$1 donation from the fee of each lost card and told the director to start making up a wish list that they may be able to help with.

The board, upon the following roll call vote, resolved to go into executive session at 8:05 pm to discuss personnel issues

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

The board resumed the public meeting at 8:16 pm with the same trustees present. No action was taken by the board in executive session.

On motion made by Mr. DeLisio and seconded by Mayor Piehler, the board, with all present being in favor, **voted to adjourn at 8:16 PM**

Respectfully submitted

Tina Staropoli, Secretary