

**Minutes  
Regular Meeting of  
The Northvale Library Board of Trustees  
Wednesday, May 27, 2020  
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 –**

| <b>Name</b>                            | <b>Present</b> | <b>Absent</b> |          |
|--|----------------|---------------|----------|
| Ms. Banzaca                            | X              |               | Via zoom |
| Mr. Kim                                | X              |               | Via zoom |
| Mr. Honey                              | X              |               | Via Zoom |
| Mr. Pinajian                           |                | X             |          |
| School librarian Ms. Nicolich          |                | X             |          |
| Ms. Staropoli                          | X              |               | Via Zoom |
| Mayor Marana/<br>Councilman Tom Argiro | X              |               | Via Zoom |
| Ms. McKeever                           | X              |               | Via Zoom |

Also in attendance Director Kelemen and Kathy Brunet via Zoom.

## APPROVAL OF MINUTES

Resolved to approve the minutes from the April 22, 2020 regular board meeting with the correction in the Treasurer's report of 5% under budget and capital account balance of \$94,021.

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

| Name          | ACTION | YES | NO | ABSENT | ABSTAIN |
|---------------|--------|-----|----|--------|---------|
| Ms. Banzaca   | Second | X   |    |        |         |
| Mr. Kim       |        | X   |    |        |         |
| Mr. Honey     |        | X   |    |        |         |
| Mr. Pinajian  |        |     |    | X      |         |
| Ms. Nicolich  |        |     |    | X      |         |
| Ms. Staropoli | motion | X   |    |        |         |
| Mayor Marana  |        |     |    |        |         |
| Mr. Argiro    |        | X   |    |        |         |
| Ms. McKeever  |        | X   |    |        |         |

### GENERAL DISCUSSION –

Director Keleman and Ms. McKeever attended a remote trustee workshop which contained a lot of good information about property values, fundraising ideas, budget info and how they all affect the operating budget for libraries. The workshop hours counted towards the Library Board's yearly continuing education hours.

Director Kelemen received a hand written letter from Father Jerry of St. Anthony's thanking the Northvale Library for providing their food for fines donations to the food pantry. The pantry has had many visitors.

Emily is putting together a video for the library's 5<sup>th</sup> anniversary. Please send video clips to Emily.

### Director's Report

Youth Services Librarian continues to offer engaging live virtual daily storytimes, Friday night bedtime storytime, Tuesday morning storytime, craft videos, tutorials and Maker Mondays on library's Facebook, Instagram and new YouTube Channel. The familiarity and friendly presentation of these children's programs is highly valued by many families from Northvale and beyond. As one mom recently remarked-- the children's library programming has been a "lifesaver."

- Livestreams from familiar children's library presenters, including Magical Melodies, Bendy Bookwork Yoga Storytime, Music With Miss Nita and a Magic Show with Steve Woyce are well received.

- Book discussion, movie talk, weekly ESL classes and art demonstration offered for adults.

- The Summer Reading Club, "Imagine Your Story," will be held virtually this summer, using Beanstack for Libraries, a trusted and highly interactive reading challenge software and

mobile app with online reading logs and incentives for both children and adults. The Summer Reading Club page will be on the library's website in early June and patrons can register online. SRC will run from June 15-August 8, 2020.

- Thank you Friends for generously sponsoring the library's Summer Reading Club virtual programs and prizes! More details to come.

- HAPPY 5TH ANNIVERSARY TO NORTHVALE PUBLIC LIBRARY: JUNE 2, 2020 (video forthcoming)

#### Administrative

- Library Cards: 1,802 patrons registered as of May 22, 2020. 2 temporary e-BCCLS cards were issued to Northvale residents online through the PAC.

- April 2020 Northvale eBCCLS circulation: 302 borrows as compared to April 2019 eBCCLS circulation: 184 borrows; Northvale eBCCLS circulation is up 64%

- Hoopla borrowing is up 61% in April 2020 compared with April 2019

- Staff continues remote working and communicating well as a team, through email, text, calls and zoom. Remote work includes creating library social media content, participating in webinars, creating online calendars and online flyers, monitoring library email for assistance with library cards and information, collection development, catalog and patron record quality control and virtual programming.

- Coordinating with Northvale's OEM with weekly library receipts for COVID related supply purchases, potentially reimbursable by FEMA.

- Library remains closed to the public until authorized to re-open.

- \*VOTE ON Library Phased Reopening Plan (attached)

#### BCCLS

- BCCLS Youth Service Committee (co-chaired by Northvale's Youth Services Librarian) hosted a virtual committee event, "Summer Reading While Social Distancing" with well over 120+ attendees generating ideas to ease the transition to virtual summer reading.

- BCCLS held its first ever virtual system council meeting on May 21, 2020.

- BCCLS Safely Opening and Operating Task Force drafted a BCCLS Return and Delivery Procedures document to be voted on at next month's System Council

- BCCLS continues updating and supporting library administration/staff via email and remote committee meetings.

- All materials borrowed by any patron from a BCCLS member library continue to have their due dates automatically extended throughout the public health crisis.

### **Friends of the Library Report**

The friends are looking at local businesses that have donated to in the past. They will purchase summer reading prizes from them to support these local businesses. Friend Steve Jackson will be holding a virtual beer tasting class.

### **Treasurer's Report**

Current Budget is 6% under. Regular account balance is \$102,407. Capital account balance is \$91,907. We still have a balance of \$15k that is owed to the library from last year. We should be getting our second yearly contribution sometime in June.

### **ROLL CALL VOTES-**

Resolved to approve the claims list for April in the amount of \$2332.06:

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                  | second        | X          |           |               |                |
| Mr. Kim                      |               | X          |           |               |                |
| Mr. Honey                    |               | X          |           |               |                |
| Mr. Pinajian<br>Ms. Nicolich |               |            |           | X<br>X        |                |
| Ms. Staropoli                | motion        | X          |           |               |                |
| Mayor Marana<br>Mr. Argiro   |               | X          |           |               |                |
| Ms. McKeever                 |               | X          |           |               |                |

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

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          |           |               |                |
| Mr. Kim                      | second        | X          |           |               |                |
| Mr. Honey                    |               | X          |           |               |                |
| Mr. Pinajian<br>Ms. Nicolich |               |            |           | X<br>X        |                |
| Ms. Staropoli                | motion        | X          |           |               |                |
| Mayor Marana<br>Mr. Argiro   |               | X          |           |               |                |
| Ms. McKeever                 |               | X          |           |               |                |

Resolved to approve the phase 2 library opening guidelines.

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

| Name          | ACTION | YES | NO | ABSENT | ABSTAIN |
|---------------|--------|-----|----|--------|---------|
| Ms. Banzaca   | second | X   |    |        |         |
| Mr. Kim       |        | X   |    |        |         |
| Mr. Honey     |        | X   |    |        |         |
| Mr. Pinajian  |        |     |    | X      |         |
| Ms. Nicolich  |        |     |    | X      |         |
| Ms. Staropoli | motion | X   |    |        |         |
| Mayor Marana  |        | X   |    |        |         |
| Mr. Argiro    |        |     |    |        |         |
| Ms. McKeever  |        | X   |    |        |         |

Resolved to approve to stop collecting any library fines through August 31<sup>st</sup> to limit contact and avoid handling money.

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

| Name          | ACTION | YES | NO | ABSENT | ABSTAIN |
|---------------|--------|-----|----|--------|---------|
| Ms. Banzaca   |        | X   |    |        |         |
| Mr. Kim       | second | X   |    |        |         |
| Mr. Honey     |        | X   |    |        |         |
| Mr. Pinajian  |        |     |    | X      |         |
| Ms. Nicolich  |        |     |    | X      |         |
| Ms. Staropoli | motion | X   |    |        |         |
| Mayor Marana  |        | X   |    |        |         |
| Mr. Argiro    |        |     |    |        |         |
| Ms. McKeever  |        | X   |    |        |         |

### HEARING OF THE PUBLIC –

The meeting was opened to the public at 7:48pm. With no one from the public in attendance the meeting was closed to the public at 7:48 pm.

### ADJOURNMENT

On motion made by Tina Staropoli and seconded by Jim Honey, the board, with all present being in favor, **voted to adjourn at 7:49 PM**

Respectfully submitted

Melissa Banzaca, Secretary