

**Minutes
Regular Meeting of
The Northvale Library Board of Trustees
Wednesday, October 28, 2020
6:30 PM**

CALL THE MEETING TO ORDER –

STATEMENT -

President Staropoli called the meeting to order at 6:34 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
Mr. Kim	X		Via zoom
Mr. Honey	X		Via Zoom
Mr. Pinajian School librarian Ms. Nicolich	X	X	
Ms. Staropoli	X		Via Zoom
Mayor Marana/ Councilman Tom Argiro	X	X	Via Zoom
Ms. McKeever	X		Via Zoom

Also in attendance Director Kelemen via Zoom.

APPROVAL OF MINUTES

Resolved to approve the minutes from the September 23, 2020 regular board meeting.

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				X	
Mr. Argiro		X			
Ms. McKeever		X			

GENERAL DISCUSSION –

DIRECTORS REPORT-

Fall reading is up due to Beanstack and fall reading program. Maker and Craft kits are still a big hit with families. In person patron attendance and computer usage is still manageable however the late Tuesday night hours are not being utilized.

State aid check was received.

Contribution for 2021 will be slightly down due to population and property value changes.

Program highlights and upcoming

- Fall Reading Challenge for all ages “10 to Try” is ongoing through November 30. Thank you Friends of the Northvale Library for sponsoring local small business gift cards for this reading challenge! All are welcome to log any reading online at <https://northvalelibrary.beanstack.org/reader365>
- September Maker Mondays: 30 kits
- September Crafts Kits: 127 kits
- Storytime on Zoom: 10 families
- September Music with Miss Nita - 187 views
- September Magical Melodies - 511 views
- Steve Woyce Magic Show: 15 families
- Weekly ESL Conversation class for Adults on Zoom: 7-10 adults per week
- Canvas Painting for Adults on Zoom with art kit pickup: 12 (October 20)
- Youth Services hosting Community-Wide Pumpkin Decorating contest sponsored by Friends of the Library from 10/25-10/31. This will be a virtual contest. Families will post their decorated pumpkins, based on book characters, to the labeled thread on the library’s Facebook page. Throughout the week families will post their pumpkins and others can like them. The one with the most likes will receive a Dunkin gift card. The library staff will also view the pumpkins and choose one from each of the following categories: spookiest, most original, staff pick and most creative. Those families will also receive a Dunkin gift card. The gift cards were purchased by the Friends.
- Canvas Painting scheduled for Adults on Zoom (Nov. 10)

Administrative

- Library Cards: 1,808 patrons registered as of October 23, 2020.
- September 2020 Northvale eBCCLS (digital) circulation (ebooks, eaudiobooks, emags): 246 borrows as compared to September 2019: 189 eBCCLS. 30% increase in monthly electronic borrowing.
- January-September 2020: 37.7% electronic borrowing increase by Northvale cardholders as compared to January to September 2019.
- Further expanded weekly operating hours on October 1, 2020: Mondays: 10:00-6:00; Tuesdays: 10:00-7:30; Wednesdays: 10:00-6:00; Thursdays: 10:00-6:00, Fridays: 10:00-5:00 and Saturdays: 10:00-1:00
- Library State Aid check received on October 7 in amount of \$2,011
- NJ State mandated minimum library funding for 2021 for Northvale: \$325,938
- Staff training scheduled with BCCLS for OCLC and Simply Reports for November.

BCCLS

- BCCLS 72 hours quarantine of book drop returns and BCCLS deliveries remains the standard procedure for all BCCLS libraries.
- BCCLS System Council met virtually on September 24. Voted by super majority to approve BCCLS cataloging vendor from Sky River to OCLC on recommendation and research by the Bibliographic Tool Task Force. Staff training webinar for OCLC is coming soon, provided by BCCLS.
- BCCLS System Council met virtually on October 15 and voted by super majority to pass the 2021 BCCLS budget.
- Virtual BCCLS Fall Circulation meetings week of October 26.

FRIENDS OF THE LIBRARY REPORT –

The friends are sponsoring the Halloween pumpkin decorating contest on facebook and the Fall reading program. There are 5 Dunkin cards for the pumpkin contest and 2 Books and Greetings cards for the reading program. Kathy shared that the group is working on when to reorder magnets. Ms. Staropoli suggested they wait until “normal” hours are back.

Kathy requested a sample ‘Books for Babies’ kit. If the group likes it they will look to provide these kits for new parents in Northvale. They include a board book and a lot of great info on early reading.

TREASURER’S REPORT-

In summary we are 11 % under budget -- the remaining balance of the 2020 budget is \$93,474.03 -- We have one more quarterly contribution from the Borough of \$25k due in the current quarter --

The current bank balances are as follows:

Library General Expense account (as of end of Sept): \$119,685.66

Library Capital Expense account (as of the end of Sept): \$91,907.70 (no change)

Note: Balance of 2019 budget approx. \$15k is open.

ROLL CALL VOTES-

Resolved to approve the claims list for October in the amount of \$13,030.85:

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		X			
Ms. McKeever		X			

Resolved to approve petty cash in the amount of \$75.

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

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

Resolved to approve accepting the resignation of Director Kelemen:

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		X			
Ms. McKeever		X			

Resolved to approve to go into Executive session to discuss personnel:
 The resolution was adopted on a roll call vote as follows:

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

The board returned to public session at 7:48 to vote on the following.

Resolved to approve salary increase for library assistant Megha Ghandi to \$14.94 retroactive from May 14th:

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 Ms. Nicolich		X		X	
Ms. Staropoli	Motion	X			
Mayor Marana Mr. Argiro		X		X	
Ms. McKeever		X			

Resolved to approve a salary increase for bookkeeper/ library assistant Michelle Albanese to \$19.06 retroactive from April 6th:

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

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

Resolved to approve a salary increase for library associate Mai Kwon to \$18.03 retroactive from March 6th:

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

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

Resolved to approve Emily Pepe for acting director starting 11/14 with a temporary salary increase to \$59,305:

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

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

HEARING OF THE PUBLIC –

The meeting was opened to the public at 7:16 PM. Kathy Brunet inquired about the grant that the library applied for in November of 2019. Director Kelemen shared that in May the borough was notified that of the \$64,000 grant request the library was approved \$20,000 for ADA bathroom improvements and \$6,000 for entrance door hardware to make the front door ADA compliant. As of the meeting there was no firm date on when the funds would be released and also when the work would be required to be completed. Kathy and the board also discussed the library improvement plan. At the April 2020 meeting the board had approved to reject the bid that was incorrectly submitted and start over. Unfortunately a new bid process has been on hold and will continue to be on hold until more Covid-19 restrictions are gone. Also discussed were options to lessen the gap between the current capital account funds and the costs for the current architectural plan. These included using outstanding funds owed from the town, funds not used in the operating budget this year due to covid-19 and fundraising initiatives. The meeting was closed to the public at 7:38

ADJOURNMENT

On motion made by Tina Staropoli and seconded by James Honey, the board, with all present being in favor, **voted to adjourn at 7:53 PM**

Respectfully submitted
Melissa Banzaca, Secretary