

**Minutes
Regular Meeting of
The Northvale Library Board of Trustees
Wednesday November 15th, 2023
6:30 PM**

CALL THE MEETING TO ORDER –

STATEMENT -

Vice President McKeever called the meeting to order at 6:37 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/ Councilman Tom Argiro	X		
Ms. McKeever	X		

Also in attendance: Director Magielnicki & Kathy Brunet.

APPROVAL OF MINUTES

Resolved to approve the minutes from the October 23rd 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	Second	X			
Mr. Honey		X			
Mr. Pinajian					
Ms. Nicolich		X			
Ms. Staropoli				X	
Mayor McGuire		X			
Mr. Argiro					
Ms. McKeever	Motion	X			

GENERAL DISCUSSION –

The board discussed possible projects for future capital improvement funds such as a second bathroom, air conditioning and speakers that can work inside and outside.

DIRECTOR'S REPORT

Administrative:

- Library Cards: 2,197 patrons registered as of September 1, 2023. 7 new library cards since October's report.

Building:

- Looking to hang artwork as soon as possible.
- Peter Sotiropoulos stopped by the library with swatches to match the circulation desk. He is hoping to have it completed in the next few weeks.

BCCLS:

- I presented on Author Events at the Member Services Monthly Meet-up on November 8th.
- BCCLS office is asking for everyone's list of Holidays. I have attached a list with days that I recommend. I went off the list from this year (2023).
- Attended a webinar presented by BCCLS with someone from the state library to go over the Palace Project. The New Jersey State Library is giving all NJ state residents access to ebooks and audiobooks through the Palace Project.

Staff:

- Kristen, our new hire, started on October 27th. She is being trained at the front desk. She is learning pretty quickly with the help of the staff.
- May has started up our Newsletter again that goes out once a month highlighting our upcoming events.

Strategic Plan/Policies

- We will need to start creating a new strategic plan in the new year. I have copies of a draft for our strategic plan that ended in 2021 but in pencil underneath it says until 2024.
- I am going to start writing up policies for events and displays.

Board Meeting Dates:

- We will need a list of upcoming board meeting dates for 2024.

September Program Highlights

- Kids Craft Hour: 52
- Story Time: 78
- Toddler Time: 37
- Korean Book Club: 5
- Afternoon Book Club: 3
- Adult Arts & Crafts: 6
- Painting with Kari: 10
- Ms. Nita: 54
- ESL: 15
- Kid's Book Club: 4
- Knitting for Middle School: 8
- Tween Craft: 5
- Hip Hop Dance Class: 5
- Halloween Party: 50

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: Horror Author Event
- Adult: Shoprite Dietitian
- Adult: Korean Memoir Author Talk
- Family: Eclipse Glasses
- Family: NJ Makers Day

Friends of the Library Report

The signs have been completed for photo ops if people get a library card or become a friends member.

The Growler and Gill fundraiser is scheduled for 12/3 which will be a big membership push for 2024.

Treasurer's Report

In summary: we are 9% under budget -- Wages, Salaries, etc. are at Budget (with pension contribution); Expenses are under budget .

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

Northvale Library Expense account: \$83,217.16 (Q4 Boro contribution pending)

Northvale Library Capital Expense account: \$37,562.63

Notes for agenda /review:

*Q4 Boro Contribution (\$27,500) pending M&C approval (voucher submitted 10/29/23)

*Agenda item --Attached for review is the proposed Library Budget for 2024

*Agenda item for review and approval -- proposed transfer of funds to Capital account for 2024 (ref, bathroom renovation)

*Final ALSA invoice pending

ROLL CALL VOTES-

Resolved to approve the regular claims list for November in the amount of \$4,320.28:

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				X	
Mayor McGuire		X			
Mr. Argiro					
Ms. McKeever		X			

Resolved to approve the 2024 Holiday Schedule 1/1, 1/15, 2/19, 3/29, 5/25, 5/26, 5/27, 7/4, 8/31, 9/1, 9/2, 10/14, 11/28, 11/29, 12/24, 12/25.

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				X	
Mayor McGuire		X			
Mr. Argiro					
Ms. McKeever		X			

Resolved to approve the 2024 board meeting dates 1/24, 2/28, 3/27, 4/24, 5/22, 6/26, 7/24, 8/28, 9/25, 10/23, 11/20, 12/18:

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				X	
Mayor McGuire		X			
Mr. Argiro					
Ms. McKeever		X			

Resolved to approve designating the second bathroom as the future 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	Second	X			
Ms. Staropoli				X	
Mayor McGuire		X			
Mr. Argiro					
Ms. McKeever	Motion	X			

Resolved to approve transferring \$48,000 into the capital account earmarked for the bathroom 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	Second	X			
Ms. Staropoli				X	
Mayor McGuire		X			
Mr. Argiro					
Ms. McKeever	Motion	X			

HEARING OF THE PUBLIC –

The meeting was opened to the public at 7:20 PM. With no one addressing the board the meeting was closed to the public at 7:20 PM

ADJOURNMENT

On motion made by Melissa Banzaca and seconded by Maria Lucas, the board, with all present being in favor, **voted to adjourn at 7:20 PM.**

Respectfully submitted

Melissa Banzaca, Secretary