

**Minutes  
Regular Meeting of  
The Northvale Library Board of Trustees  
Wednesday November 19<sup>th</sup>, 2025  
6:30 PM**

**CALL THE MEETING TO ORDER –**

**STATEMENT -**

President Staropoli called the meeting to order at 6:30 PM in the Northvale Public Library located at 116 Paris Avenue, Northvale, New Jersey 07647.

**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**

Vice President McKeever 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		
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

## APPROVAL OF MINUTES

Resolved to approve the minutes (with edits) from the October 22<sup>nd</sup>, 2025 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		X			
Mr. Pinajian					
Ms. Nicolich		X			
Ms. Staropoli	Second	X			
Mayor McGuire				X	
Ms. Fernandez					
Ms. McKeever	Motion	X			

## GENERAL DISCUSSION –

### Director’s Report

#### Administrative:

- 1,955 registered Northvale Library cardholders as of November 1st. 9 new cards were made in the month of October.

#### Building:

- MC Glass and Windows came out and repaired the balances in the windows that were marked to be fixed. He needs to add 6 more top window balances because we previously only checked the bottom panels. He is also going to give me a quote on a replacement fire rated window for the one that is cracked.
- There is a constant drip on the book drop again. The ramp also still has a drip from the roof.

#### Audit:

- We received the final draft of the 2024 Audit from Wielkott & Company. I will give a copy to Jim and there is one more if anyone on the board would like to have.

#### Reports:

- BCCLS just added a new report that we can access. It is the eContent Only Patrons. This report will show us how many of our cardholders only take out digital content. I ran the report on November 11th and there are 153 eContent Only Patrons out of 832 Total Active Patrons in the past year.

#### Books:

- We have been ordering our books through Amazon since Baker and Taylor have announced that they will be closing its doors. I am leaning towards opening an account with Barnes & Noble and Midwest Library Service. Midwest is the only vendor that provides book processing. I will circle back to Brodart once the dust settles.

**Training:**

● I'm on the BCCLS Member Services Committee and we hosted 5 different sessions with 5 book vendors to let other libraries see what other book vendors have to offer to replace Baker & Taylor. We had meetings with Amazon, Barnes & Noble, Bookazine, Brodart, and Midwest Library Service. I hosted the webinar with Midwest Library Service.

**October Program Highlights:**

- Craft Hour: 53
- Toddler Time: 18
- Story Time: 37
- Korean Book Club: 5
- Evening Book Club: 5
- Painting with Kari: 12
- ESL: 17
- Teen Dungeons and Dragons: 11
- Ms. Nita: 151
- Movie Matinee: 2
- Kids Snack Class: 16
- Adult Arts & Crafts: 9
- Tween Book Club: 2
- Fair Door Craft: 19
- Kimbap Class: 12
- Tween Craft: 2
- Halloween Party: 64
- Jack The Ripper Presentation: 11

**Upcoming Programs/Ideas**

- Juvenile: Crafts
- Juvenile: Toddler Time
- Juvenile: Preschool Story Time
- Juvenile: Story Time
- Juvenile: Tween Craft
- Juvenile: Book Club
- Juvenile: Dungeons and Dragons
- Tween: Craft
- Tween: Ukulele Lessons
- Family: Family Puzzle Night
- Adult: Korean Book Club
- Adult: Evening Book Club
- Adult: Canvas Painting with Kari
- Adult: ESL class
- Adult: Arts & Crafts
- Adult: Movie Matinee
- Adult: Shoprite Dietitian
- Adult: Intro to Wine Presentation
- Adult: Demystifying AI Presentation
- Adult: Candle Making
- Adult: Wonder Trio Band
- Adult: Women Airforce Service Pilots Lecture
- Adult: NJ Lore Presentation

### Friends of the Library Report

No report from the friends however the board discussed a trivia night planned for March and Tina saw that an establishment in Pearl River O’Grady’s Castle is hosting a similar fundraiser that the Growler & Gill did. Perhaps the friends can revisit a similar fundraiser there.

### Treasurer’s Report

In summary, the report indicates the Library is approx 10% under budget

Bank Balances as of October 31st 2025 are as follows:

Library Operating Expense account: \$85,652.69 (incl uncleared checks)

Library Capital Expense account : \$ 111,045.89

Agenda Review notes:

- \* Budget vs Actual report -- wages and salaries are actual through Oct 15 (balance estimated)
- \* Wages & Salaries (including pension) are approx 7% under budget.
- \* Review -- budget vs actual for Books Media Programs is under budget 38%..
- \* Capital Expense account year to date the account has earned \$ 1103.56, (to date no change to the 3% interest rate).
- \* the new money market capital expense account name has been changed to "Northvale Municipal Library Capital Expense Account" -
- \* Review -- Prior to December Board meeting we will review the bank account balance to determine if a transfer to the capital expense account is required for new projects.
- \* Note: Kearny Bank Northvale Branch is now closed -- Accounts will be serviced at the Old Tappan Branch

### ROLL CALL VOTES-

Resolved to approve the regular claims list for November in the amount of \$5,047.68.

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

Resolved to approve the capital account claims list for November in the amount of \$10,670.00.  
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	Motion	X			
Ms. Lucas				X	
Mr. Honey		X			
Mr. Pinajian					
Ms. Nicolich		X			
Ms. Staropoli		X			
Mayor McGuire				X	
Ms. Fernandez					
Ms. McKeever	Second	X			

Resolved to approve the replacement 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			
Ms. Lucas				X	
Mr. Honey	Second	X			
Mr. Pinajian					
Ms. Nicolich		X			
Ms. Staropoli		X			
Mayor McGuire				X	
Ms. Fernandez					
Ms. McKeever	Motion	X			

Resolved to approve the 2026 board meeting schedule. January 28, February 25, March 25, April 22, May 27, June 24, July 22, August 26, September 23, October 28, November 18, December 16.

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	Motion	X			
Ms. Lucas				X	
Mr. Honey	Second	X			
Mr. Pinajian					
Ms. Nicolich		X			
Ms. Staropoli		X			
Mayor McGuire				X	
Ms. Fernandez					
Ms. McKeever		X			

Resolved to approve the 2026 Library holiday schedule.

- Thursday, January 1: New Year's Day
- Monday, January 19: Martin Luther King Jr. Day
- Monday, February 16: Presidents Day
- Friday, April 3: Good Friday
- Saturday, May 23-Monday, May 25: Memorial Day
- Friday, July 3, Saturday, July 4: Independence Day

Saturday, September 5-Monday September 7: Labor Day

Monday, October 12: Columbus Day

Thursday, November 26-November 27: Thanksgiving

Thursday, December 24, Friday December 25, Saturday December 26: Christmas

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			
Ms. Lucas				X	
Mr. Honey		X			
Mr. Pinajian					
Ms. Nicolich		X			
Ms. Staropoli		X			
Mayor McGuire				X	
Ms. Fernandez					
Ms. McKeever	Motion	X			

**HEARING OF THE PUBLIC –**

The meeting was opened to the public at 7:45 PM. With no one from the public addressing the meeting the public meeting portion was closed at 7:45.

**ADJOURNMENT**

On motion made by Tina Staropoli and seconded by Melissa Banzaca, the board, with all present being in favor, **voted to adjourn at 7:47 PM.**

Respectfully submitted  
Melissa Banzaca, Secretary