

**Minutes
Regular Meeting of
The Northvale Library Board of Trustees
Wednesday January 24, 2018
6:30 PM**

CALL THE MEETING TO ORDER –

President Porschen called the meeting to order at 6:32 PM in the Northvale Public Library located at 116 Paris Avenue, Northvale, New Jersey 07647.

STATEMENT -

President Porschen 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 Porschen asked all in attendance to rise and join him in a Salute to the Flag.

ROLL CALL –

Name	Present	Absent
Ms. Banzaca	x	
Mr. Devlin	x	
Mr. Honey		x
Mr. Pinajian School librarian Ms. Nicolich	x	x
Ms. Staropoli	x	
Mayor Piehler/ Council woman Toni Macchio	x	x
Mr. Porschen	x	

Also in attendance Director Paul Shaver

APPROVAL OF MINUTES

Resolved to approve the minutes from the December 20, 2017 regular board meeting

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

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Ms. Banzaca		x			
Mr. Devlin	second	x			
Mr. Honey				x	
Mr. Pinajian				x	
Ms. Nicolich		x			
Ms. Staropoli	motion	x			
Mayor Piehler		x			
Ms. Macchio				x	
Mr. Porschen		x			

OATH OF ALLEGIANCE-

Mayor Piehler read the Oath of Allegiance with Ed Devlin and he was sworn in to a five year term.

GENERAL DISCUSSION –

Tom Argiro from the town council will be our new library liason.

Director's Report

Program Attendance Summary					
Event/Program	Date or Month	Children	Teens	Adults	Total
Pre-School Story Time	12/1/2017	12	0	2	14
Lego Club	12/1/2017	2	0	1	3
Super smash tournament	12/2/2017	3	1	2	6
Story Time	12/4/2017	6	0	4	10
Drop-in Tuesday: Melted Snowman	12/5/2017	10	0	3	13
DIY Holiday Decor	12/5/2017	0	2	2	4
Drawing Workshop	12/5/2017	0	0	0	0
Lego Club	12/6/2017	6	0	4	10
Korean Lesson	12/27/2017	0	0	8	8

DIY Ornament Craft	12/7/2017	6	0	4	10
DIY Holiday Decor	12/7/2017	2	0	4	6
Winter Magic Show	12/8/2017	23	8	19	50
Snowflake Craft	12/8/2017	17	0	10	27
Board Game Club	12/9/2017	0	0	4	4
Drop-in Tuesday: Gingerbread Men	12/12/2017	5	0	3	8
Korean Story Time	12/12/2017	7	0	3	10
Snap Circuits	12/12/2017	0	0	9	9
Cookie Swap	12/14/2017	2	1	7	10
Mason Jar Cookies	12/15/2017	7	0	4	11
Super smash tournament	12/18/2017	10	0	0	10
Story Time	12/18/2017	2	0	1	3
Drop-in Tuesday: Grinch	12/19/2017	3	0	2	5
Korean Story Time	12/19/2017	4	0	1	5
Canvas Painting	12/21/2017	0	0	6	6
Grinch Story Time	12/21/2017	2	0	2	4
STEM Robotics	12/21/2017	5	1	2	8
Sensory Craft	12/22/2017	1	0	1	2
Graham Cracker Houses	12/22/2017	10	1	5	16
Drop-in	12/26/2017	3	0	2	5
Raspberry PI	12/28/2017	3	2	1	6
Snowman Craft	12/28/2017	3	0	2	5
Total		154	16	118	288

Total programming attendance last year was up 36% from 2016. Attendance for December 2017 was up 169% from December 2016.

- Library Cards: 1,453 patrons registered as of January 12, 2017. 8 new cards since the December report.

BCCLS

- LibraryLinkNJ's new delivery system left much to be desired in the last month. At the end of December, we were notified that the start date of delivery service was pushed back one week to the second week in January. Less than a handful of BCCLS libraries received service and many other libraries throughout the state were also left without pickups or deliveries on the first day. Throughout that week there were major issues for most libraries prompting librarians to meet up in parking lots or go directly to other libraries to deliver packages themselves. We received better-than-average service during this time and are all caught up
- The new BCCLS catalog is mobile friendly and highly responsive. Now that ordering is back in full swing, I encourage you all to take a look.

Schools

- Emily has been communicating with the school for some time. We would like teachers to be aware that we can purchase books for students with research papers, summer reading, or book reports if we have a notice of two weeks to one month.
- Tech Tuesdays and Homework Help have been well attended during the last months.
- Emily attended the Northvale Public School's "Up, Up, and Away – Read Every Day."

Strategic Plan

- The first draft of the Northvale Public Library Strategic Plan for 2018-2021 is now available with all statistics from 2016-2017 now complete.

The draft is 35 pages not including the four page Strategic Plan Survey, which should be added to the appendices. The collection use and programming attendance statistics reflect considerable growth in the last two years.

Friends of the Library Report

Ms. Kathy Brunet – 417 Crest Drive gave her report from the Friends:

They will have three museum passes available. The new one is a children's museum called Imagine That

The Friends voted to pay for the petting zoo on June 23rd for the summer kick off and for the art supplies for the table being donated in Vivienne's honor.

The Friends had their board elections: Jen England will be the recording secretary, Linda Wasserman is the membership secretary and Suresh Suva will be treasurer

ROLL CALL VOTES –

Resolved to approve the claims list for the month of January in the amount of \$15946.44. This includes BCCLS fee and Korean language yearly subscription.

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

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Ms. Banzaca	second	x			
Mr. Devlin		x			
Mr. Honey				x	
Mr. Pinajian				x	
Ms. Nicolich		x			
Ms. Staropoli	motion	x			
Mayor Piehler		x			
Ms. Macchio				x	
Mr. Porschen		x			

Resolved to approve the offices and the committees of the Northvale Library Board for 2018 as follows:

Reappointment of Officers:

President- Mr. Porschen

Vice President- Mr. Devlin

Secretary- Ms. Staropoli

Treasurer- Mr. Honey

Reappointment of Committees

Personnel Committee- Mayor Piehler, Ms. Staropoli, Mr. Pinajian

Operations Committee- Ms. Banzaca, Mr. Porschen, Ms. Staropoli

Facility Committee- Mr. Devlin, Ms. Banzaca

Budget and Finance Committee- Mr. Honey, Mayor Piehler

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

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Ms. Banzaca		x			
Mr. Devlin	motion	x			
Mr. Honey				x	
Mr. Pinajian				x	
Ms. Nicolich		x			
Ms. Staropoli		x			
Mayor Piehler		x			
Ms. Macchio				x	
Mr. Porschen	second	x			

Resolved to approve the creation of a new committee: The strategic planning committee which will include Director Paul Shaver, Board of Trustee members Ms. Banzaca and President Porschen, Emily Pepe, and Friend's President Ms. Brunet

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

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Ms. Banzaca		x			
Mr. Devlin		x			
Mr. Honey				x	
Mr. Pinajian				x	
Ms. Nicolich		x			
Ms. Staropoli	motion	x			
Mayor Piehler		x			
Ms. Macchio				x	
Mr. Porschen	second	x			

Resolved to approve the opening up an extra hour on Tuesday and Thursday nights starting in April to accommodate the increase in programming

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

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Ms. Banzaca		x			
Mr. Devlin	second	x			
Mr. Honey				x	
Mr. Pinajian				x	
Ms. Nicolich		x			
Ms. Staropoli	motion	x			
Mayor Piehler		x			
Ms. Macchio				x	
Mr. Porschen		x			

Resolved to approve the hiring of a part-time staff member to assist at the desk and with our STEM and DIY programs for up to 20 hours a week at a rate of \$16-\$18 per hour

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

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Ms. Banzaca		x			
Mr. Devlin		x			
Mr. Honey				x	
Mr. Pinajian				x	
Ms. Nicolich		x			
Ms. Staropoli	motion	x			
Mayor Piehler		x			
Ms. Macchio				x	
Mr. Porschen	second	x			

Resolved to approve the purchase of 5 additional Ukuleles for up to a total of \$350.

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

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Ms. Banzaca		x			
Mr. Devlin	motion	x			
Mr. Honey				x	
Mr. Pinajian				x	
Ms. Nicolich		x			
Ms. Staropoli		x			
Mayor Piehler		x			
Ms. Macchio				x	
Mr. Porschen	second	x			

Resolved to approve the proposed Ukulele lending form and guidelines

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

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Ms. Banzaca	second	x			
Mr. Devlin	motion	x			
Mr. Honey				x	
Mr. Pinajian				x	
Ms. Nicolich		x			
Ms. Staropoli		x			
Mayor Piehler		x			
Ms. Macchio				x	
Mr. Porschen		x			

Resolved to approve the purchase of a people counter from storetraffic.com for \$469.

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

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Ms. Banzaca		x			
Mr. Devlin		x			
Mr. Honey				x	
Mr. Pinajian				x	
Ms. Nicolich		x			
Ms. Staropoli	motion	x			
Mayor Piehler		x			
Ms. Macchio				x	
Mr. Porschen	second	x			

HEARING OF THE PUBLIC –

President Porschen opened the meeting to the public at 7:33 PM

With no one addressing the board, President Porschen declared the public comment portion of the meeting closed.

ADJOURNMENT

On motion made by President Porschen and seconded by Mr. Devlin, the board, with all present being in favor, **voted to adjourn at 7:34 PM**

Respectfully submitted

Tina Staropoli, Secretary