

**Minutes
Regular Meeting of
The Northvale Library Board of Trustees
Wednesday, July 24, 2019
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

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	
Mr. Kim	X	
Mr. Honey	X	
Mr. Pinajian		X
School librarian Ms. Nicolich		X
Ms. Staropoli	X	
Mayor Marana/ Councilman Tom Argiro	X	X
Mr. Porschen	X	

Also in attendance was Director Kelemen

APPROVAL OF MINUTES

Resolved to approve the minutes from the June 2019 regular board meetings.

The minutes were 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			
Mr. Porschen	Second	X			

Resolved to approve the executive minutes from June 2019 meeting.

The minutes were adopted on a roll call vote as follows

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

GENERAL DISCUSSION –

The Norwood Public Library had a flood between July 19th and 20th. The library is currently closed to repair any flood damage. In the meantime Director Kelemen and the Northvale library have offered to help the library and their patrons any way we can. For the most up to date and accurate information people should visit the Norwood Library website.

Director Kelemen is going to reach out to the Borough to see if we can add a note to the Borough sign in September for National Library Card sign up month.

Director’s Report

June 2019 Programs:

38 programs offered to community

728 people attended library programs in June 2019

Program/Event	Date	Children	Teens	Children/ Teens	Adults	Total	Department (Juv, YA, Adult)
Northvale Preschool Story Time	6/3/2019	12	0	12	1	13	Juv
Chess Club	6/3/2019	8	3	11	5	16	Juv
Recycled Bottle Art	6/4/2019	5	0	5	2	7	Juv
Pretty Planters	6/4/2019	0	0	0	11	11	Adult
Story & Craft: Rainbow Fish	6/5/2019	3	1	4	3	7	Juv
DIY Suncatchers	6/6/2019	5	0	5	2	6	Juv
Jelly Fish Craft	6/7/2019	2	0	2	2	4	Juv
Music Together	6/7/2019	3	0	3	3	6	Juv
Arm Chair Art Tour	6/8/2019	0	0	0	4	4	Adult
Northvale Preschool Story Time	6/10/2019	12	0	12	1	13	Juv
Chess Club	6/10/2019	5	4	9	4	13	Juv
3d Printing	6/11/2019	0	0	0	10	10	Adult
Oreo Taste Test	6/11/2019	16	6	22	5	27	Juv
Jazz Concert	6/12/2019	0	0	0	65	65	Adult
Book Club	6/12/2019	3	3	6	3	9	Juv
Canvas Painting	6/13/2019	0	0	0	13	13	Adult
Gaming Tournament	6/14/2019	8	4	12	4	16	YA
Donuts with Dad	6/15/2019	5	0	5	5	10	Juv
Chess Club	6/17/2019	3	4	9	3	12	Juv
Make Your Own Floam	6/18/2019	40	8	48	21	61	Juv
Adult Book Club	6/18/2019	0	0	0	3	3	Adult
Story & Craft: Hungry Caterpillar	6/19/2019	4	2	6	3	9	Juv
Make Your Own Ice Cream	6/20/2019	39	6	45	20	65	Juv
Music Together	6/21/2019	11	0	11	8	19	Juv
Summer Reading Kick-off	6/22/2019	51	10	61	35	96	Juv & YA
Maker Monday (Galaxy Slime)	6/24/2019	18	2	20	14	34	Juv
Chess Club	6/24/2019	1	1	2	0	2	Juv
STEM @ Northvale Camp	6/25/2019	26	0	26	6	32	Juv
Story Time	6/25/2019	7	0	7	4	11	Juv
Reading Buddies	6/25/2019	7	7	14	5	19	Juv
Apollo 11 Presentation	6/25/2019	20	5	25	13	38	Juv
How to Break Up With Your Clutter	6/25/2019	0	0	0	26	26	Adult
Stories from Around the Globe	6/26/2019	5	0	5	3	8	Juv
Reading Buddies	6/27/2019	3	3	6	3	9	Juv
Teen Makerspace	6/27/2019	0	4	4	2	6	Juv
Read to a Dog	6/27/2019	3	0	3	2	6	Juv
Housel Fitness	6/28/2019	7	0	7	5	12	Juv
Gaming Tournament	6/28/2019	2	2	4	6	10	Juv
June 2019	Totals:	334	75		325	728	

Program highlights

- Youth Services Librarian provided 3 sessions of onsite STEM programming to Northvale Camp, including Ozobots, Snap Circuits and homemade playdough
- Creative Youth STEM programs, such as Make Your Own Floam, Make Your Own Ice Cream, Maker Mondays are well attended and bolstered by teen volunteers.
- Jazz concert for adults at McGuire Senior Center well received and well attended
- Organizational humorist filled non-fic/media room to maximum capacity on a Tuesday evening.

Administrative

- Library Cards: 1,711 patrons registered as of July 19, 2019. 18 new registrations since the June report.
- Mid-year overall program attendance (Jan-June 2019): 3,257. 18% increase in program attendance as compared with Jan-June 2018: 2,750.

Building

- Annual Bureau of Fire Prevention inspection took place on 7/12/19 - passed inspection
- Emergency lighting replaced at front entrance on 7/17/19

Strategic Plan

- Phase 1: Space Analysis and Programming Study by ALSA Architects completed.
- Board Vote to approve ALSA Architects to begin Phase 2: Design and Contract Documents of the library's proposed improvement plan as specified in updated Professional Services agreement and fees.
- Library Construction Bond Act Regulations available as of July 1, 2019. Comment period through August 31, 2019.

BCCLS

- BCCLS Delivery is up and running. Northvale patrons are experiencing quicker turnaround time for items requested, in some cases as fast as next day delivery.
- BCCLS Strategic Plan Draft 2020-2025
- Bergen County Freeholder Grant disbursement- System Council June meeting - vote passed by super majority. Bergen County libraries will each receive an additional \$1,419 from Bergen County Freeholder Grant. The additional money received from this grant may be used by libraries to help offset the cost of BCCLS delivery.
- Uniform Loans and Auto Renewals - Policies & Procedures Cmte. presentation at June System Council following small group meetings attended in Spring 2019.

Friends of the Library Report

Nothing to report

Treasurer's Report

We are at 56% of our yearly budget with \$206k in the bank account.

ROLL CALL VOTES –

Resolved to approve the claims list for the month of June in the amount of \$16,523.90.
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		X			
Mayor Marana	Motion	X			
Mr. Argiro					
Mr. Porschen	Second	X			

Resolved to approve petty cash for the month of June in the amount of \$75.
The resolution was adopted on a roll call vote as follows:

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

Resolved to approve Mike Kim to be added to the Facilities committee.
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		X			
Mayor Marana	Second	X			
Mr. Argiro					
Mr. Porschen	Motion	x			

Resolved to approve to begin Phase 2 of the ALSA architecture plan including design documents for the amount of \$15,500.

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					
Mr. Porschen		X			

HEARING OF THE PUBLIC –

The meeting was opened to the public at 7:54 pm. With no one in the audience the meeting was closed to the public at 7:54.

ADJOURNMENT

On motion made by Mayor Marana and seconded by Tina Staropoli, the board, with all present being in favor, **voted to adjourn at 7:54 PM**

Respectfully submitted

Melissa Banzaca, Secretary