

**Minutes
Regular Meeting of
The Northvale Library Board of Trustees
Wednesday, November 17th, 2021
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		In person
Ms. Lucas	X		In person
Mr. Honey	X		In person
Mr. Pinajian	X		Via Zoom
School librarian Ms. Nicolich		X	
Ms. Staropoli	X		In person
Mayor Marana/ Councilman Tom Argiro	X		In person
Ms. McKeever	X		In person

Also in attendance May Kwon, Michele Albanese & Kathy Brunet.

APPROVAL OF MINUTES

Resolved to approve the minutes from the October 27th, 2021 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	Motion	X			
Mayor Marana Mr. Argiro					X
Ms. McKeever		X			

GENERAL DISCUSSION –

DIRECTORS REPORT-

Administrative

- Library Cards: 1,913 patrons registered as of November 11th. 10 new library cards since October's report.
- NJ State 1/3 mill library funding for 2022 for Northvale: \$344,195.02
- Attended Director's luncheon at the Old Tappan Library.

Building

- DPW came in to fix the non-fiction section shelves.
- Need to buy a replacement A/C for the Children's room.

Strategic Plan

- The community survey has been posted and released; responses are being received via online form and paper. To date there are 62 responses.
- ADA project- Kent Lieu picked out 4 different floor tiles and sent them for approval to get samples. Awaiting samples.

Personnel

- New Youth Services Librarian hired. Her first day was November 8th.
- Proposed to close the library on 12/10/21 for a staff developmental meeting.
- Proposed to close the Library at 6 pm on Dec 28 & Jan 4.

BCCLS

- BCCLS system council meeting was on October 28th – BCCLS 2022 budget was approved. There is no meeting for November. Next meeting is scheduled for December 16, 2021.
- BCCLS is planning on the implementation of Vega. This is a new, easier tool to help patrons find items, make requests and renew materials. This tool also will redesign the BCCLS catalog.

October Program Highlights

- Crafts: 118 kits (JV crafts 94, Adult crafts 24)
- Story Time: Not in person, 228 total vies on Facebook and Instagram
- Music with Miss Nita: 31 in-person
- Korean Book Club: 3 in-person
- Adult Birdhouse craft: 8 in-person
- Canvas Painting for Adults in-person with Kari: 8 adults in-person
- Family Halloween Party: About 90 in-person & outdoor (60 children, 30 adults). Shoprite donated food and water.

Upcoming Programs/ Ideas

- Resume indoor – in person story time
- Tree lighting scheduled on 12/3/21. Marianne will prepare 50 goody bags for the children.
- In December we will have our first adult board game event. This will be hosted by a volunteer.
- December 16th- Snowman craft class.
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Friends of the Library Report-

The Friends needed to cancel their vendor day since Closter was holding the same event on that day. They will find a new date to hold this event.

Appeals letters have gone out for 2022 Friends of the Library memberships.

The Friends have offered to pay for the staff lunch to celebrate the Holidays.

Treasurer's Report-

In summary: the Library is running approx 20% under budget through November -- wages and salaries contribute the most significant variance due to short staffing

The Library Bank balances are as follows:

Northvale Municipal Library General expense account: \$71,568.44

Northvale Municipal Library Capital expense account: \$149,478.52

Note: The Library received the 3rd and 4th quarter contribution (totaling \$50K) from the Borough on November 16th –the check was deposited in the General expense account.

ROLL CALL VOTES-

Resolved to approve the regular account claims list for October in the amount of \$4,489.65:

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

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

Resolved to the replenishment of petty cash for \$75:

The resolution was 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 Marana Mr. Argiro		X			
Ms. McKeever	Motion	X			

Resolved to approve closing the Library for a staff development meeting on Friday 12/10/21 from 12:30 – 2 pm:

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	Motion	X			
Mayor Marana Mr. Argiro	Second	X			
Ms. McKeever		X			

Resolved approve the closing of the library on Tuesday December 28th and January 4th at 6pm due to short staff on those days.

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

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

Resolved approve changing bank signatures for Keybank to Tina Staropoli, Jim Honey and Terri McKeever and removing Ed Devlin.

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

Resolved approve purchasing a new A/C unit for the children’s room up to 12k BTUs and \$1,000 to be taken out of the capital account.

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

Resolved approve transferring \$50,000 from the general account to the capital account.

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

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

HEARING OF THE PUBLIC –

The meeting was opened to the public at 7:14PM. Kathy Brunet (417 Crest Drive, Northvale, NJ) asked if the Library needed any file cabinets from Northwoods Dentistry. May and Michelle did not need any additional file cabinets. The meeting was closed to the public at 7:18.

ADJOURNMENT

On motion made by Tina Staropoli and seconded by Melissa Banzaca, the board, with all present being in favor, **voted to adjourn at 7:18 PM**

Respectfully submitted
Melissa Banzaca, Secretary