

**Minutes  
Regular Meeting of  
The Northvale Library Board of Trustees  
Wednesday, October 23, 2019  
6:30 PM**

**CALL THE MEETING TO ORDER –**

**STATEMENT -**

President Staropoli called the meeting to order at 6:34 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 –**

<b>Name</b>	<b>Present</b>	<b>Absent</b>
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 September 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				X	
Ms. Nicolich				X	
Ms. Staropoli	Motion	X			
Mayor Marana	Second	x			
Mr. Argiro					
Mr. Porschen		X			

### GENERAL DISCUSSION –

The ALSA architecture plans should be completed by early November. We will see if we can have Roy Sokoloski join the November meeting to review the final plans and discuss the next steps in the design plans.

### Director's Report

#### September 2019 Programs:

**21 programs offered to community**

**486 people attended library programs in September 2019**

Program/Event	Date	Children	Teens	Children/ Teens	Adults	Total	Department (Juv, YA, Adult)
Magical Melodies	9/4/2019	28	0	28	19	47	Juv
Music Together	9/6/2019	18	0	18	16	34	Juv
Town Day	9/7/2019	94	25	119	60	179	
Story Time (Fall Session)	9/10/2019	7	0	7	7	14	Juv
Marbled Paper	9/10/2019	0	0	0	10	10	Adults
Back to School Craft	9/12/2019	7	0	7	3	10	Juv
Gaming Tournament	9/13/2019	4	0	0	4	8	YA
Healthy Snacks with Shoprite	9/16/2019	8	0	8	4	12	Juv
Story Time (Fall Session)	9/17/2019	6	0	6	6	12	Juv
Magical Melodies	9/18/2019	20	0	20	16	36	Juv
Pirate Craft	9/19/2019	5	0	5	3	8	Juv
Bubble Wrap Craft	9/20/2019	2	0	2	2	4	Juv
Chess Club	9/23/2019	2	2	4	1	5	Juv
Story Time	9/24/2019	3	0	3	4	7	Juv

Program/Event	Date	Children	Teens	Children/ Teens	Adults	Total	Department (Juv, YA, Adult)
Artistically Abled	9/24/2019	7	0	7	3	10	Juv
Magical Melodies	9/25/2019	10	0	10	6	16	Juv
Concert @ Senior Center	9/25/2019	0	0	0	38	38	Adult
Book Club - 4th & 5th Grades	9/25/2019	0	4	4	0	4	YA
Canvas Painting	9/26/2019	0	0	0	11	11	Adult
Music Together	9/27/2019	10	0	10	8	18	Juv
Gaming Tournament	9/27/2019	0	3	3	0	3	YA
<b>September 2019</b>	<b>Totals</b>	<b>231</b>	<b>34</b>		<b>221</b>	<b>486</b>	

#### Program highlights and upcoming

- This week, Oct. 20-26 is *National Friends of Libraries Week*. Thank you Friends of the Northvale Library for your continued dedicated volunteerism to the library. Your time and talent enriches the library community with creative fundraising for summer reading programs, museum passes, youth gaming tournaments, furnishings, and more! Thank you Mayor & Council for the Proclamation on Wednesday, October 9 honoring the Friends.
- Youth: Touch a Fire Truck visit by Northvale Fire Chief England during Fire Prevention Week was a big success this month. Northvale Police visiting the library after school on November 26. Jenkinson's Aquarium Penguin program on November 21 followed in the evening with a "Frozen" movie viewing party with special visit from Elsa.
- Adults: ESL weekly conversation classes are well received by the community; Painting and craft programs reaching maximum registration. Northvale resident volunteers offering 4 part evening series finger knitting a hat in November.

#### Administrative

- Library Cards: 1,756 patrons registered as of October 17, 2019. 6 new registrations since the September report.
- State mandated funding level for Northvale Library for 2020: \$335,396.
- Preparing 2020 library budget allocations for Board review in November
- Received final copy of 2018 library annual audit
- Received and deposited 2018 NJ State aid check in the amount of \$2,033.00 on October 7, 2019
- With Board permission, the library will order 20 durable stacking chairs for library program use from Demco at a cost of \$1, 444.80 plus shipping and processing with 2018 NJ State aid check.
- With Board approval, the library will offer "Food for Fines" for library patrons for the month of December 2019. Northvale Library will accept non-perishable food

items for waiving fines for *Northvale* library items only (*not* lost or damaged items). Non-perishables will be donated to The Food Pantry in Norwood.

- Proposed 2020 Holiday Schedule

**Strategic Planning**

- Kent Lieu of ALSA Architects- library visit on October 21 to gather information to finalize technical drawings
- Communicating proposed improvement plan
- Community Development Block Grant (CDBG)- ADA items for library – grant cycle for FY 2020/2021 began 9/23/19; Resolution at next Mayor and Council meeting

**BCCLS**

- System Council Meeting on 10/17 – Uniform Loans & Auto Renewals vote passed; 2020 BCCLS Budget passed
- Delivery update
- BCCLS Friends Scholarship Breakfast on 10/22
- BCCLS Youth Services Committee Bootcamp- November

**Friends of the Library Report**

N/A

**Treasurer’s Report**

Monthly budget report attached. Spending to date is at 77% to total.

**ROLL CALL VOTES-**

Resolved to approve the claims list for October in the amount of \$8849.01

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			
Mr. Kim		X			
Mr. Honey	second	X			
Mr. Pinajian				X	
Ms. Nicolich				X	
Ms. Staropoli		X			
Mayor Marana		X			
Mr. Argiro					
Mr. Porschen		X			

Resolved to approve petty cash for the month of October in the amount of \$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			
Mr. Kim		X			
Mr. Honey		X			
Mr. Pinajian Ms. Nicolich				X X	
Ms. Staropoli	Second	X			
Mayor Marana Mr. Argiro	Motion	X			
Mr. Porschen		X			

Resolved to order 20 stacking chairs for library programs in the amount of \$1,440.80 plus shipping using our 2018 NJ State Aid Check. 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			
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 “Food for Fines” initiative for December which would waive fines for Northvale library items with a donation of a nonperishable food item for the Norwood food pantry.

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			
Mr. Kim	Second	X			
Mr. Honey		X			
Mr. Pinajian Ms. Nicolich				X X	
Ms. Staropoli		X			
Mayor Marana Mr. Argiro		X			
Mr. Porschen	motion	X			

Resolved to approve the payment of ALSA invoice in the amount of \$9,448 as a partial payment for Phase 2 of our design project. 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			
Mr. Kim		X			
Mr. Honey		X			
Mr. Pinajian Ms. Nicolich				X X	
Ms. Staropoli		X			
Mayor Marana Mr. Argiro	Motion	X			
Mr. Porschen	second	X			

Resolved to approve the 2020 Holiday Schedule. (Calendar attached).

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			
Mr. Kim		X			
Mr. Honey		X			
Mr. Pinajian Ms. Nicolich				X X	
Ms. Staropoli	Motion	X			
Mayor Marana Mr. Argiro		X			
Mr. Porschen		X			

### **HEARING OF THE PUBLIC –**

The meeting was opened to the public at 7:41 pm. With no one in the audience the meeting was closed to the public at 7:41.

### **ADJOURNMENT**

On motion made by Tina Staropoli and seconded by Melissa Banzaca, the board, with all present being in favor, **voted to adjourn at 7:43 PM**

Respectfully submitted

Melissa Banzaca, Secretary