

**Minutes
Regular Meeting of
The Northvale Library Board of Trustees
Wednesday, December 23, 2015
6:30 PM**

CALL THE MEETING TO ORDER –

President Porschen called the meeting to order at 6:34 PM in the conference room on the 2nd floor of the borough hall located at 116 Paris Avenue, Northvale, New Jersey 07647.

STATEMENT -

President Porschen stated

“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
Mr. DeLisio	X	
Mr. Devlin	X	
Mr. Honey		X
Mr. Pinajian		X
Ms. Staropoli	X	
Mayor Piehler		X
Mr. Porschen	X	

Also in attendance was Library Director Ellen O’Keefe

APPROVAL OF MINUTES

Resolved to approve the minutes from the November 24, 2015 regular board meeting

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

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Mr. DeLisio	MOTION	X			
Mr. Devlin	SECOND	X			
Mr. Honey				X	
Mr. Pinajian				X	
Ms. Staropoli		X			
Mayor Piehler				X	
Mr. Porschen		X			

GENERAL DISCUSSION/Director's Report

Thank you to the Friends of the Northvale Public Library:

- the sponsorship of the passes for the Intrepid and American Museum of Natural History.
-sponsoring our in-house staff luncheon on December 16. We also thank the Susan Meeske, Director, Old Tappan Library for volunteering at our Circulation Desk so all could enjoy lunch.

Personnel

Marisa has completed her coursework for her MLS. She will be filing appropriate paperwork to receive her NJ State Librarian Certification.

Collection Development

-World Language Subscription

Each \$1,000 yields 40-50 books annually; approximately \$25-\$30/title; about the same as a Large Print book; I chose the \$2,000 subscription.

-Magazines

6 new titles-Good Housekeeping, Oprah, Sports Illustrated, Woman's Day, People and Real Simple. We now offer a total of 14 magazines, including some free ones.

Programming

New intermediate ESL class will be offered Tuesdays, 1-2 pm on Jan 26, Feb 2, 9 & 16. Joann Tuttle, a Piermont, NY language consultant, contacted me to offer this class. Joann is donating her time. Northvale residents will have priority registration; limit of 7.

Facility

Staff door: swapped Historical Closet door with purchased door; new lock installed.
Telephone system: deposit paid; has been ordered; installation early 2016.

Circulation Desk: Library Interiors to install. Cost is \$4,860, just under the Friends'

authorization of up to \$5,000. We need to purchase the \$475.00 coordinating chair. Our current chairs operate poorly and will not complement the new desk.

Administrative

Upcoming Meetings

Ellen

– Mandatory New Directors’ Training, NJ State Library, Trenton:
Wednesday, February 16 (all day) & Wednesday, February 23 (all day)

Marisa

– Youth Services Committee, Wednesday, January 6, Washington Township PL

Mr. DeLisio will contact Steve Wilcox about the annual audit

ROLL CALL VOTES

Resolved to approve the claims list of invoices totaling \$13,484.01 for this past month of December to be paid through the borough.

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

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Mr. DeLisio	SECOND	X			
Mr. Devlin		X			
Mr. Honey				X	
Mr. Pinajian				X	
Ms. Staropoli	MOTION	X			
Mayor Piehler				X	
Mr. Porschen		X			

Resolved to approve the purchase of a wall-mount water filtration/hydration station system not to exceed the amount of \$1100.00

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

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Mr. DeLisio		X			
Mr. Devlin		X			
Mr. Honey				X	
Mr. Pinajian				X	
Ms. Staropoli	MOTION	X			
Mayor Piehler				X	
Mr. Porschen	SECOND	X			

Resolved to approve the hiring of a plumber to install the water filtration system not to exceed the amount of \$1050.00

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

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Mr. DeLisio	SECOND	X			
Mr. Devlin		X			
Mr. Honey				X	
Mr. Pinajian				X	
Ms. Staropoli	MOTION	X			
Mayor Piehler				X	
Mr. Porschen		X			

Resolved to approve the reimbursement of \$61.45 to Director O’Keefe for refreshments and supplies

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

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Mr. DeLisio	SECOND	X			
Mr. Devlin		X			
Mr. Honey				X	
Mr. Pinajian				X	
Ms. Staropoli		X			
Mayor Piehler				X	
Mr. Porschen	MOTION	X			

Resolved to approve the replenishment of \$50.00 to the petty cash fund.

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

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Mr. DeLisio	SECOND	X			
Mr. Devlin	MOTION	X			
Mr. Honey				X	
Mr. Pinajian				X	
Ms. Staropoli		X			
Mayor Piehler				X	
Mr. Porschen		X			

Resolved to approve the hiring of an electrician not to exceed the amount of \$350.00

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

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Mr. DeLisio	SECOND	X			
Mr. Devlin		X			
Mr. Honey				X	
Mr. Pinajian				X	
Ms. Staropoli	MOTION	X			
Mayor Piehler				X	
Mr. Porschen		X			

Resolved to approve the removal of the approved community area policy for public use after hours.

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

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Mr. DeLisio	MOTION	X			
Mr. Devlin	SECOND	X			
Mr. Honey				X	
Mr. Pinajian				X	
Ms. Staropoli		X			
Mayor Piehler				X	
Mr. Porschen		X			

HEARING OF THE PUBLIC –

President Porschen opened the meeting to the public at 6:58 PM

Public Comment

No one addressed the board and President Porschen declared the public comment portion of the meeting closed.

ADJOURNMENT –

On motion made by Mr. DeLisio and seconded by Mr. Porschen, the board, with all present being in favor, **voted to adjourn at 6:59 PM**

Respectfully submitted

Tina Staropoli, Secretary