

**Minutes
Regular Meeting of
The Northvale Library Board of Trustees
Wednesday December 13th, 2023
6:30 PM**

CALL THE MEETING TO ORDER –

STATEMENT -

Vice President McKeever called the meeting to order at 6:35 PM in the Northvale Public Library located at 116 Paris Avenue, Northvale, New Jersey 07647.

STATEMENT -

Vice President McKeever 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

Vice President McKeever asked all in attendance to rise and join her in a Salute to the Flag.

ROLL CALL –

Name	Present	Absent	
Ms. Banzaca	X		
Ms. Lucas	X		
Mr. Honey		X	
Mr. Pinajian School librarian Ms. Nicolich	X		
Ms. Staropoli		X	
Mayor McGuire/ Councilman Tom Argiro		X	
Ms. McKeever	X		

Also in attendance: Director Magielnicki

APPROVAL OF MINUTES

Resolved to approve the minutes from the November 15th 2023, 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		X			
Ms. Nicolich					
Ms. Staropoli				X	
Mayor McGuire				X	
Mr. Argiro					
Ms. McKeever	Motion	X			

GENERAL DISCUSSION –

The friends of the library signs are done to be used for new library card and friends membership sign ups.

The art prints will be hung in the front hall in the coming weeks after the holidays.

Director Magielnicki inquired about possible replacement for some windows that are difficult to open/operate.

DIRECTOR'S REPORT

Administrative:

- Library Cards: 2,213 patrons registered as of December 1, 2023. 16 new library cards since November's report.

Building:

- Looking to hang artwork as soon as possible.
- Mahwah Library was getting rid of a sturdy, rolling, TV stand and we picked it up from them to use with the brand new smart TV that the Friends of the Library bought for us.
- I want to have the library's grand opening in the new year. New Year, New Library. I want to keep it simple, possibly someone from the Board of Trustees, Friends, Mayor or Council, and myself can give brief speeches and we can serve light refreshments. Maybe even get the school band, choir, or orchestra to play.

BCCLS:

- Next System Council Meeting is December 14th at Upper Saddle River.

Strategic Plan/Policies

- I found what looks like to be the beginning of the Strategic Plan for 2022-2025 in our Canva account. I am looking to see if we can fill in the rest of the blanks.
- I am going to start writing up policies for events and displays.

November Program Highlights

- Kids Craft Hour: 48
- Story Time: 65
- Toddler Time: 31

- Korean Book Club: 6
- Afternoon Book Club: 3
- Evening Book Club: 1
- Adult Shoprite Snack Board: 15
- Painting with Kari: 9
- Ms. Nita: 79
- ESL: 10
- Kid's Book Club: 5
- Homework Help: 6
- Tween Craft: 6
- Children and Tween Intro Classes: 9
- Korean Author Event: 3
- Horror Author Event: 8

Upcoming Programs/Ideas

- Juvenile: Crafts
- Juvenile: Toddler Time
- Juvenile: Preschool Story Time
- Juvenile: Story Time
- Juvenile: Tween Craft
- Juvenile: Children and Tween Intro Classes
- Juvenile: Book Club
- Juvenile: Homework Help
- Juvenile: Tween/teen K-Pop Dance Class
- Adult: Korean Book Club
- Adult: Afternoon Book Club
- Adult: Evening Book Club
- Adult: Canvas Painting with Kari
- Adult: ESL class
- Adult: Arts & Crafts
- Adult: Shoprite Dietitian
- Family: Eclipse Glasses
- Family: NJ Makers Day

Friends of the Library Report

N/A

Treasurer's Report

In summary: we are 11% under budget -- Wages, Salaries, etc. are at 100% of Budget (with pension contribution); and Expenses are under budget.

The Northvale Library Bank Balances (including uncleared checks) as of the end of November are as follows:

Northvale Library Expense account: \$30,801.74 (see note below)

Northvale Library Capital Expense account: \$85,582.63

Notes for agenda /review:

*Agenda item --Approval of proposed Library Budget for 2024 (submitted at Nov, meeting)

*Q4 Boro Contribution (\$27,500) pending M&C approval due tonight (voucher submitted 10/29/23)

*Note: Library Expense account balance after payment of Dec. claims and receipt of Q4 boro contribution is estimated at \$53,195 which is less than the 20% of 2022 audited expenses-- no further action is anticipated at this time.

*Final ALSA invoice pending

*Final invoices for 2023 will be reviewed by the Library Director if needed for payment prior to the end of December.

ROLL CALL VOTES-

Resolved to approve the regular claims list for December in the amount of \$5,106.73:
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				X	
Mayor McGuire Mr. Argiro				X	
Ms. McKeever	Motion	X			

Resolved to approve the proposed 2024 Library Budget.
The resolution was adopted on a roll call vote as follows:

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

HEARING OF THE PUBLIC –

The meeting was opened to the public at 6:59 PM. With no one addressing the board the meeting was closed to the public at 6:59 PM

ADJOURNMENT

On motion made by Terri McKeever and seconded by Melissa Banzaca, the board, with all present being in favor, **voted to adjourn at 7:00 PM.**

Respectfully submitted

Melissa Banzaca, Secretary