

**Minutes
Regular Meeting of
The Northvale Library Board of Trustees
Wednesday, July 27th, 2022
6:30 PM**

CALL THE MEETING TO ORDER –

STATEMENT -

President Staropoli called the meeting to order at 6:33 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		
Ms. Lucas		X	
Mr. Honey	X		
Mr. Pinajian School librarian Ms. Nicolich		X	
Ms. Staropoli	X		
Mayor Marana/ Councilman Tom Argiro	X X		Via phone
Ms. McKeever			

Also in attendance: Director Zaccaria

APPROVAL OF MINUTES

Resolved to approve the minutes from the June 22nd, 2022 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				X		
Mr. Honey	Second	X				
Mr. Pinajian Ms. Nicolich				X		
Ms. Staropoli	Motion	X				
Mayor Marana Mr. Argiro		X				
Ms. McKeever				X		

Resolved to approve the minutes from the June 22nd, 2022 executive board meeting.

The minutes were 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 Ms. Nicolich				X		
Ms. Staropoli	Second	X				
Mayor Marana Mr. Argiro		X				
Ms. McKeever				X		

GENERAL DISCUSSION –

DIRECTORS REPORT -

Administrative

- Library Cards: 2,001 patrons registered as of July 22, 2022. 13 new library cards since June's report.

Building

- The building's temperature is not very cool during these past few weeks of heat. The air conditioning is only cooling the building to 78 to 80 degrees on a regular basis. The new air conditioner in the children's room is working best. Under your consideration, is it possible to purchase another smaller air conditioner for the bathroom window for cross ventilation?

Strategic Plan

- Received and forwarded to you the official documents from ALSA with the price quotes of each of the three lowest bidders. J.R. Contracting & Environmental Concluding Inc. was the lowest bid with the amount of \$199,000 including the two allowances for all lighting, \$35,000 and all interior floor finishes for \$42,000. The board's review of the plan and when to commence the project will be discussed and voted upon. (Attachments from ALSA)

- Summer Reading: At our opening event, 44 people attended the magic show. The first two weeks of crafting events were well attended, (both Slime and Stress Balls) had over 59 total for these programs running on Tuesdays and Thursdays. To date, 42 Children have registered for Read Squared summer reading and 14 Adults as well. Prizes are displayed and patrons are participating by coming in, sharing their progress and entering the raffle for prizes.

Personnel

- Successful attendance (20) at Toddler Time this month with the classes growing. Children's librarian enthusiasm and welcoming presence with the families is notable.

BCCLS

- Attended the BCCLS Committee member meeting(s) this month, the Department Head Meeting and the planning of the August 6th Picnic at Van Sawm Park. I am in charge of publicity and some of the games.

June Program highlights

- Juvenile: Drop in Crafts: 28 in person, Toddler Time: 18 in person
- Juvenile: Music with Miss Nita: 23 in person
- Juvenile: (YA) Jewelry Making: 8 in person
- Adult: Korean Book Club: 5 in person
- Adult Afternoon Book Club 6 in person
- Adult: ESL Board Game: 4 in person
- Adult: Canvas Painting with Kari: 10 in person
- Adult: Crafting with Pam: 8 in person

Upcoming August Programs/Ideas

- Juvenile: Tween/Teen Thursday Evenings Teen Gaming
- Juvenile: Summer Reading Jewelry Making, Sand Art, Sensory Bottles, Slime Reboot
- Juvenile: Music with Miss Nita, August 8 and 22
- Juvenile: YA Jewelry Making, August 21
- Adult: Crafts with Pam, August 11
- Adult: Korean Book Club, August 9
- Adult: Afternoon Book Club, August 25
- Adult: Canvas Painting with Kari, August 16
- Adult: ESL Class, August 12

Friends of the Library Report

N/A

Treasurer's Report

The Library is operating approx 8% under budget thru July -- the Bank balance thru end of June are as follows:

Northvale Library Operating Expense account : \$72,423.69

Northvale Library Capital Expense account: \$258,324.48

Note: with ref to the bids for the Library renovation -- All three bids are under the capital expense budget account balance (ranging from \$199k to \$236k) -- the low bid (JR Contracting & Environmental Consulting, Inc) is listed as a demolition and abatement specialist -- construction/renovation experience should be clarified prior to award.

ROLL CALL VOTES-

Resolved to approve the capital account claims list for July in the amount of \$4,030.00:

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 to approve the claims list for July in the amount of \$10,097.37:

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 Marana Mr. Argiro	Motion	X			
Ms. McKeever				X	

Resolved to approve 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				X	
Mr. Honey	Second	X			
Mr. Pinajian Ms. Nicolich				X	
Ms. Staropoli		X			
Mayor Marana Mr. Argiro	Motion	X			
Ms. McKeever				X	

Resolved to approve the bid submitted by J.R. Contracting & Environmental Consulting Inc. at \$199,000. Rewarding this firm with the library interior renovation project at the quoted prices plus 2 allowances of \$35,000 for lighting and \$42,000 for interior floors.
 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	Motion	X			
Mayor Marana Mr. Argiro				X	
Ms. McKeever		X			

HEARING OF THE PUBLIC –

The meeting was opened to the public at 6:48pm.

Lisa Veit, Cleveland Avenue, River Vale, NJ addressed the board. She is a Spanish and ESL teacher at the NVOT High School.

On July 12th she had an uncomfortable experience at the library and wanted to speak to the board about it. She tutors 2 of her students who live in Northvale. They use the library. She went up to the front desk to inquire about how the 2 students could get a library card. The students had Homeland Security documents with their address and guardian name to provide. The front desk told Ms. Veit that per BCCLS proof of residency needs to be provided with a utility bill, bank statement or photo id. Director Zaccaria said she offered a courtesy card but Ms. Veit says that a courtesy card was not offered.

The board explained that the library has never had a circumstance where someone wanted a library card but did not have any of the mentioned documents in the library policy.

The board agreed that with a valid photo ID from NVOT and the government document stating Northvale residency the students can be added to the courtesy card and check out materials from the Northvale library.

Ms. Veit said she would be back with the documents and the students to sign up with the courtesy card.

The meeting was closed to the public at 7:24.

ADJOURNMENT

On motion made by Tina Staropoli and seconded by Melissa Banzaca, the board, with all present being in favor, **voted to adjourn at 7:25 PM**

Respectfully submitted

Melissa Banzaca, Secretary