

**Minutes
Regular Meeting of
The Northvale Library Board of Trustees
Wednesday, June 28, 2017
6:30 PM**

CALL THE MEETING TO ORDER –

Vice President Devlin called the meeting to order at 6:31 PM in the Northvale Public Library located at 116 Paris Avenue, Northvale, New Jersey 07647.

STATEMENT -

Vice President Devlin 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 –

Vice President Devlin asked all in attendance to rise and join him in a Salute to the Flag.

ROLL CALL –

Name	Present	Absent
Ms. Banzaca	x	
Mr. Devlin	x	
Mr. Honey	x	
Mr. Pinajian	x	
School librarian Ms. Nicolich		x
Ms. Staropoli	x	
Mayor Piehler/ Council woman Toni Macchio	X*	x
Mr. Porschen		x

Also in attendance was Director Paul Shaver

*Mayor Piehler arrived at 6:55pm

APPROVAL OF MINUTES

Resolved to approve the minutes from the May 24, 2017 regular board meeting

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

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Ms. Banzaca	second	x			
Mr. Devlin	motion	x			
Mr. Honey		x			
Mr. Pinajian Ms. Nicolich		x			
Ms. Staropoli		x			
Mayor Piehler Ms. Macchio				x	
Mr. Porschen				x	

GENERAL DISCUSSION –

On behalf of the board, Vice President Devlin thanked the Friends of the Library for their very generous donations of robotics, kindles and all of their ongoing support.

The summer program had its kick off on June 27th and had over 50 children. Outrageous Pets, donated by the Friends, came and entertained the children.

Director's Report

Emily Pepe–began training on using robots (Ozobots, and Lego Mindstorms); continued planning for Summer Reading and prepared to train the new maternity leave position.

Upcoming Robotics program – July 12th with 3rd and 4th grade students from Northvale Summer Camp

Michele Albanese and Emily Pepe – reorganized the Children's department shelves, and withdrew books. Toys are now in separate animal-themed containers.

Dianne Scott – helped withdraw books to make room for Korean language display; will now update the e-vanced calendar months in advance in order to improve advertisement.

Michael Grgurev – will do a Saturday STEM class as soon as the program has begun.

Programming: May

Adult

- ESL Class - 4 sessions; 24 in attendance
- Northvale's Reading Book Club - 1 session; 6 in attendance
- Candle Holder Craft: 2 sessions; each with 8 in attendance (16 total attendees)

Children:

Event/Program	Date	Children	Tweens/Teens	Adults	Notes
Pre-K Storytime	5/1/17	9	0	1	
Storytime	5/2/17	3	0	2	
May the 4th be With You!	5/4/17	8	0	4	
Cinco de Mayo	5/5/17	4	0	2	
Smash Tournament	5/6/17	8	2	4	
Storytime	5/10/17				Sick
DIY Mother's Day Cards	5/11/17	7	0	3	
Who was/is Club	5/15/17	4	1	2	
Pre-K Storytime	5/16/17	9	1	1	Special H.S. Reader
Storytime	5/17/17	7	0	5	
Bee Craft	5/18/17	8	0	3	
Young Readers Club	5/19/17	0	0	0	
Books & Bites	5/22/17	4	0	0	
Storytime	5/24/17	4	0	3	
Snacks w/ Jenna	5/25/17	4	1	2	
Torn Art Craft	5/26/17	8	1	6	
Pre-K Storytime	5/30/17	9	0	1	
Storytime	5/31/17	4	0	3	
	TOTAL	100	6	42	

Administrative

- Library Cards: 1,370 patrons registered as of June 28, 2017. 11 new cards since the May report.
- Strategic Planning: currently working on the Community and Library Overview section
- Financial audit for 2016 began June 19, 2017
- Website redesign: more mobile-friendly, better access to data bases, cleaner structure and interface.

Friends of the Library Report- Kathy Brunet

The board thanked The Friends who have made an extremely generous \$3,240 donation for STEM programming, Kindle Fire 7s and a subscription to Transparent Language, an online language learning tool.

Kathy stated that the Friends have donated almost \$6000 year to date. The book sale is over and they may not be doing one next year. It was a lot of work and it didn't bring in much money.

Treasurer's Report

The board looked over the budget. Year to date, it looks like we are on target. The board and the director will begin to look into setting up a capital fund.

ROLL CALL VOTES –

Resolved to approve the claims list for the month of June in the amount of \$3907.12

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

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Ms. Banzaca		x			
Mr. Devlin	second	x			
Mr. Honey		x			
Mr. Pinajian Ms. Nicolich		x			
Ms. Staropoli	motion	x			
Mayor Piehler Ms. Macchio		x			
Mr. Porschen				x	

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

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

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Ms. Banzaca	second	x			
Mr. Devlin		x			
Mr. Honey		x			
Mr. Pinajian Ms. Nicolich		x			
Ms. Staropoli	motion	x			
Mayor Piehler Ms. Macchio		x			
Mr. Porschen				x	

Resolved to approve of the hiring of Victoria Thomas as part-time Youth Services Assistant to fill in for a maternity leave at the Northvale Public Library at \$16.25 per hour for twenty hours a week.

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

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Ms. Banzaca		x			
Mr. Devlin	motion	x			
Mr. Honey		x			
Mr. Pinajian Ms. Nicolich		x			
Ms. Staropoli		x			
Mayor Piehler Ms. Macchio	second	x			
Mr. Porschen				x	

Resolved to approve of the hiring of Kimberly Broderick for part-time Library Assistant at the Northvale Public Library at \$14.50 per hour for up to 15 hours per week.

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

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Ms. Banzaca		x			
Mr. Devlin	second	x			
Mr. Honey		x			
Mr. Pinajian Ms. Nicolich		x			
Ms. Staropoli	motion	x			
Mayor Piehler Ms. Macchio		x			
Mr. Porschen				x	

HEARING OF THE PUBLIC –

Vice President Devlin opened the meeting to the public at 7:21 PM

With no one addressing the board, Vice President Devlin declared the public comment portion of the meeting closed.

The board, upon the following roll call vote, resolved to go into executive session at 7:22pm to discuss some personnel issues.

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Ms. Banzaca		x			
Mr. Devlin	second	x			
Mr. Honey		x			
Mr. Pinajian Ms. Nicolich		x			
Ms. Staropoli	motion	x			
Mayor Piehler Ms. Macchio		x			
Mr. Porschen				x	

The board resumed the public meeting at 7:25pm with the same trustees present. No action was taken by the board in executive session.

ADJOURNMENT

On motion made by Vice President Devlin and seconded by Mr. Honey, the board, with all present being in favor, **voted to adjourn at 7:25 PM**

Respectfully submitted

Tina Staropoli, Secretary