

**Minutes
Regular Meeting of
The Northvale Library Board of Trustees
Wednesday February 27, 2019
6:30 PM**

CALL THE MEETING TO ORDER –

President Porschen called the meeting to order at 6:40 PM in the Northvale Public Library located at 116 Paris Avenue, Northvale, New Jersey 07647.

STATEMENT -

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

ROLL CALL –

Name	Present	Absent
Ms. Banzaca	x	
Mr. Kim	x	
Mr. Honey	x	
Mr. Pinajian School librarian Ms. Nicolich	x	x
Ms. Staropoli		x
Mayor Marana	x	
Mr. Argiro	x	
Mr. Porschen	x	

Also in attendance was Director Kelemen

APPROVAL OF MINUTES

Resolved to approve the minutes from the January 23, 2019 regular board meeting.

The minutes were adopted with the change to the year 2019 on page 6 on a roll call vote as follows:

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Ms. Banzaca	motion	x			
Mr. Kim					x
Mr. Honey	second	x			
Mr. Pinajian Ms. Nicolich		x			
Ms. Staropoli				x	
Mayor Marana Mr. Argiro		x			
Mr. Porschen		x			

OATH OF ALLEGIANCE-

Mayor Marana read the Oath of Allegiance with Mr. Kim.

Mr. Kim was sworn in to fill the seat vacated by Mr. Devlin expiring on 12/31/22.

Mayor Marana shared that Mr. Kim was the first Korean American person appointment to any Northvale Board.

GENERAL DISCUSSION –

N/A

Director’s Report

Administrative

- Library Cards: 1,608 patrons registered as of February 22, 2019. 14 new registrations since the January report.
- Jennifer is gathering and finalizing data for 2018 NJ Public Library Statistical Report to submit to NJ State Library by March deadline.

Staff Development

- Staff training, *Checking Out Autism—How to Effectively Communicate and Interact With Individuals With Autism* was held on Tuesday, February 5th at 12:00 p.m. Heart To Heart and Associates, LLC conducted the training. Staff was offered a highly informative and engaging afternoon of helpful communication techniques, resources, and best practices to implement at the library.
- Police Chief William Essmann will offer an emergency preparedness and procedures training for library staff in early spring to be held at the library.

BCCLS

- The BCCLS office will be moving to their new headquarters, 21-00 Rte. 208 in Fair Lawn, NJ by March 31, 2019. BCCLS relocated their telecom and servers to the new office in Fair Lawn over President's Day weekend.
- New BCCLS Delivery service will be up and running by June 30, 2019.
- Made offers on 2 warehouse spaces.
- BCCLS is finalizing their new delivery bin order this week.
- Beginning in-person interviews for Delivery Driver positions.
- BCCLS Executive Director, Dave Hansen, met with Jennifer on February 6th at the library for a talk and tour of the Northvale Public Library, as part of his 77 BCCLS site visit tour.
- BCCLS is in the process of creating a new strategic plan throughout 2019. They will be scheduling focus group meetings for directors, front line staff, and trustees.

Trustee Education

- New Jersey Library Trustee Association offering, *What Every Library Trustee Needs to Know-Now!* at Wayne Public Library from 9:30-3:30 on March 16th. (handout provided).

Strategic Plan

- Architect Roy Sokoloski will be sharing preliminary ideas for improving the library's current space with Northvale Library's Strategic Planning Committee in the coming weeks. Our Feb. 20th meeting was postponed due to weather..

Community

- **Senior Center:** The Library and Senior Center have an afternoon concert scheduled for Wednesday, April 10th at 1pm at the Senior Center. *One Fine Tapestry: A Carole King Tribute* by Diane and Gerard Barros, a husband and wife, keyboard and guitar music duo from Closter. All adults are welcome to attend and enjoy light refreshments during the concert.
- **Friends of the Northvale Library:** Friends held a Book Sale at the library on Saturday, February 9 from 9AM-3PM with a preview night for members on Thursday, February 7. The sale was well received by the community, and all remaining books and dvds were donated to various community organizations in need such as Boys & Girls Club of Passaic. Thank you Friends for coordinating with the library. Friends are generously sponsoring the following passes for Northvale library cardholders in 2019: Bergen County Zoo, Newark Museum, Storm King Art Center, and Empire Pass.
- **Food Pantry of Norwood:** The Food Pantry reached out to request assistance from the Northvale Library in replenishing the stock on the Food Pantry shelves. On Saturday, March 23rd during the library's annual NJ Maker's Day, program participants are encouraged to bring non-perishable items to the library to help the Food Pantry of Norwood.

January 2019 Programs:

31 programs offered to community members of all ages

303 people of all ages attended library programs in January 2019

Music Together	1/4/2019	9	0	9	9	19	Juv
Northvale Pre-K Story Time	1/7/2019	13	0	13	2	15	Juv
Snowflake Yarn Art	1/8/2019	6	0	6	4	10	Juv
New Year's Craft	1/9/2019	2	0	2	2	4	Juv
Scratch Programming (Winter Session)	1/10/2019	0	5	5	2	7	YA
Gaming Tournament	1/11/2019	8	1	10	7	25	YA
Artistically Abled	1/12/2019	6	1	7	1	8	Juv
Central Park VirtualTour	1/12/2019	0	0	0	10	10	Adult
Cookies, Coloring & Coffee	1/15/2019	0	0	0	1	1	Adult
Lego Build	1/15/2019	4	0	4	3	7	Juv
Who Was Club	1/16/2019	3	0	3	3	6	Juv
T-Shirt Pillows	1/17/2019	3	1	4	2	6	Juv
DIY Bath Bombs	1/17/2019	0	0	0	8	8	Adult
Scratch Programming (Winter Session)	1/17/2019	0	7	7	2	9	YA
Book Discussion Reorganization Meeting	1/22/2019	0	0	0	3	3	Adult
ESL Conversation Class (Intermediate)	1/23/2019	0	0	0	5	5	Adult
ESL Beginner Class	1/23/2019	0	0	0	1	1	Adult
DIY Slime	1/23/2019	2	0	2	2	4	Juv
Scratch Programming (Winter Session)	1/23/2019	0	5	5	1	6	YA
Read to A Dog	1/23/2019	1	0	1	2	3	Juv
Pajama Storytime	1/23/2019	0	0	0	0	0	Juv

Canvas Painting	1/23/2019	0	0	0	12	12	Adult
Music Together	1/25/2019	10	0	10	11	21	Juv
Gaming Tournament	1/25/2019	0	11	11	5	16	YA
Northvale Pre-K Story Time	1/28/2019	15	0	15	2	17	Juv
Drawing Workshop	1/29/2019	3	0	3	2	5	Juv
ESL Conversation Class (Intermediate)	1/30/2019	0	0	0	3	3	Adult
ESL Beginner Class	1/30/2019	0	0	0	1	1	Adult
Magical Melodies	1/30/2019	24	0	24	16	40	Juv
Bluesography Concert	1/30/2019	0	0	0	29	29	Adult
Snap Circuits: Free Play	1/30/2018	1	0	1	1	2	Juv
January 2019					TOTAL	303	

Friends of the Library Report

N/A

Treasurer's Report

The current bank balance is \$190k. Mr. Honey was able to obtain wages & salaries information in order to work with Director Kelemen on budget allocation tweaks.

ROLL CALL VOTES –

Resolved to approve the claims list for the month of February in the amount of \$5,950.51

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

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Ms. Banzaca		x			
Mr. Kim		x			
Mr. Honey	second	x			
Mr. Pinajian Ms. Nicolich		x			
Ms. Staropoli				x	

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

The resolution was adopted to go into executive session with the understanding that we will definitely be taking action when we go back into open session on a roll call vote as follows:

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Ms. Banzaca		x			
Mr. Kim		x			
Mr. Honey	second	x			
Mr. Pinajian Ms. Nicolich		x			
Ms. Staropoli				x	
Mayor Marana Mr. Argiro	motion	x			
Mr. Porschen		x			

The resolution was adopted for Emily Pepe's salary to be \$44,100 and 2 additional vacation days starting 3/1/2019 on a roll call vote as follows:

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Ms. Banzaca		x			
Mr. Kim		x			
Mr. Honey		x			
Mr. Pinajian Ms. Nicolich		x			
Ms. Staropoli				x	
Mayor Marana	motion	x			

Mr. Argiro					
Mr. Porschen	second	x			

HEARING OF THE PUBLIC –

President Porschen opened the meeting to the public at 7:49 PM

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

ADJOURNMENT

On motion made by Mr. Porschen and seconded by Mayor Marana, the board, with all present being in favor, **voted to adjourn at 7:50 PM**

Respectfully submitted

Melissa Banzaca, Secretary