

**Minutes
Regular Meeting of
The Northvale Library Board of Trustees
Wednesday, December 14^h, 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	
Ms. McKeever	X		

Also in attendance: May Kwon, Michele Albanese & Kathy Brunet

APPROVAL OF MINUTES

Resolved to approve the minutes from the November 16th, 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		X				
Mr. Pinajian Ms. Nicolich		X				
Ms. Staropoli	Second	X				
Mayor Marana Mr. Argiro				X		
Ms. McKeever	Motion	X				

GENERAL DISCUSSION –

DIRECTORS REPORT -

Administrative

- Library Cards: 2073 patrons registered as of December 1st, 10 new library cards since November's report.
- NJ State 1/3 mill library funding for 2023 for Northvale: \$400,765.66
- 2023 Budget and salary increase percentage pending.
- 2023 holiday schedule needs to be modified.
- 2023 Library board meeting dates need to be confirmed.
- 2023 new Zoom link will be posted on the Library board home page.

Building

- WIFI issues have been rectified.

Strategic Plan

- We spoke to Nick from JR Construction on December 8th regarding why no work has been taking place since the removal of the Asbestos. He informed us that he is waiting on instruction from ALSA for the design of the support structures for the load bearing walls that are planned to be taken down to enlarge the Children's room.
- We spoke with Roy on December 6th regarding the design of the Multi-Purpose room and the work space for the staff. We had some concerns regarding the work surface. Roy modified the design by putting one of the countertops in the staff area and putting the 9 foot countertop between the director's desk and the staff desk.

Personnel

- Mary Grace Zaccaria's last day of work was December 2nd. Michele Albanese and May Kwon are again Co-Interim Directors as of December 5th.
- The new Director's job posting was advertised on NJLA on December 6th.
- Staff attended the Northvale tree lighting on December 2nd. She gave out 60 ornament crafts as well as lollipops and our December calendar.

BCCLS

- BCCLS System Council meeting scheduled on December 15th at the Franklin Lakes Library.
- The 4th Qtr member dues invoice has been received for \$6246.00.
- The evening of December 6th Polaris (our circulation desk system) was upgraded to the latest version.

November Program highlights

- Crafts: 36 kits
- StoryTime: 60 in-person (Preschool)
- Music with Miss Nita: 13 in-person
- Toddler Time: 5 in-person
- Learning Python: 1 in-person
- Korean Book Club: 4 in-person
- Adult fall craft: 5 in-person
- Canvas Painting for with Kari: 10 in-person
- Snacking Class with Shoprite Dietitian: 4 in-person

Upcoming Programs/Ideas

- Juvenile: Take & Make Crafts : Every Wednesday
- Juvenile: Toddler Time : Every Monday outside
- Juvenile: Preschool Story Time
- Juvenile: Shop-Rite Nutrition Snacks for Kids (Senior Center)
- Juvenile: YA Escape Room Mystery Club
- Juvenile: Python
- Adult: Korean Book Club
- Adult: Canvas Painting with Kari
- Adult: ESL class

Treasurer's Report

As of the end of November the Library is operating at approx 7-12 % under budget- based on the estimated end of December budget vs actual report the Library is operating at approx 8% under budget (including the estimated pension contribution)

The Bank balances as of the end of November 2022 are as follows:

Northvale Operating Expense account: \$80,412.02

Northvale Capital Expense account: \$254,294.48

The board then reviewed the YTD actual vs. budget, proposed budget for 2023 and evaluated how much money to transfer to the capital account.

ROLL CALL VOTES-

Resolved to approve the claims list for December in the amount of \$11,573.42 with any additional claims to be voted on at the end of December.

The resolution was 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			

Resolved to approve the 2023 Budget.

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 changes to the Holiday Schedule for 2023. Jan. 2, Jan. 16, Feb. 20, Apr. 7, May 27 – May 29, July 4, Sep. 2, Oct. 9, Nov. 23, Dec. 25

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 2023 Library Board meeting dates. 1/25, 2/22, 3/22, 4/26, 5/24, 6/28, 7/26, 8/23, 9/27, 10/25, 11/15, 12/13.

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 posting a job opening for a Saturday circulation library assistant with the parameters of 2-3 Saturdays a month for between 6-9 hours at a rate of \$16.50 an hour.

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	Motion	X			
Mayor Marana Mr. Argiro				X	
Ms. McKeever		X			

Resolved to approve designating any balance of money owed to the library to be transferred to the capital account.

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	Motion	X			
Mr. Pinajian Ms. Nicolich		X			
Ms. Staropoli		X			
Mayor Marana Mr. Argiro				X	
Ms. McKeever		X			

HEARING OF THE PUBLIC –

The meeting was opened to the public at 8:12pm. Kathy Brunet (417 Crest Drive) requested if the adult book club could be brought back. Suggestion to have the Children’s Librarian to head

up the club temporarily until a Director can take it over. She also requested that the painting crafts be described in more detail so registrants know what the monthly project is.

ADJOURNMENT

On motion made by Tina Staropoli and seconded by Jim Honey, the board, with all present being in favor, **voted to adjourn at 8:20 PM**

Respectfully submitted

Melissa Banzaca, Secretary