

**Minutes  
Regular Meeting of  
The Northvale Library Board of Trustees  
Wednesday, September 23, 2020  
6:30 PM**

**CALL THE MEETING TO ORDER –**

**STATEMENT -**

Vice President Kim called the meeting to order at 6:30 PM. The meeting was held entirely through the Zoom app so board members and members of the public could attend remotely.

**STATEMENT -**

Mr. Kim 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**

Mr. Kim asked all in attendance to rise and join him in a Salute to the Flag.

**ROLL CALL –**

| <b>Name</b>                   | <b>Present</b> | <b>Absent</b> |          |
|-------------------------------|----------------|---------------|----------|
| Ms. Banzaca                   | X              |               | Via zoom |
| Mr. Kim                       | X              |               | Via zoom |
| Mr. Honey                     | X              |               | Via Zoom |
| Mr. Pinajian                  | X              |               |          |
| School librarian Ms. Nicolich |                | X             |          |
| Ms. Staropoli                 |                | X             | Via Zoom |
| Mayor Marana/                 | X              |               | Via Zoom |
| Councilman Tom Argiro         | X              |               | Via Zoom |
| Ms. McKeever                  | X              |               | Via Zoom |

Also in attendance Director Kelemen via Zoom.

## APPROVAL OF MINUTES

Resolved to approve the minutes from the August 26, 2020 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. Kim       | Motion | X   |    |        |         |
| Mr. Honey     |        | X   |    |        |         |
| Mr. Pinajian  |        | X   |    |        |         |
| Ms. Nicolich  |        |     |    | X      |         |
| Ms. Staropoli |        |     |    | X      |         |
| Mayor Marana  |        |     |    |        |         |
| Mr. Argiro    |        | X   |    |        |         |
| Ms. McKeever  |        | X   |    |        |         |

## GENERAL DISCUSSION –

Director Kelemen shared with the board that one of the employees at Norwood’s Public Library has tested positive for Covid-19. Per their website the library was closed to public until they could safely open back up. Director Kelemen was in touch with the Director from Norwood and offered any support for patrons during this time.

She also shared that some PPE supplies were delivered from the Northvale OEM which will support the staff to continue to keep their quarantine practices in place.

## Director’s Report-

Program highlights and upcoming

- September is Library Card Sign-up Month! Northvale residents are encouraged to register for their own library card --with help from staff (and the American Library Association’s Honorary Chair, DC’s Wonder Woman)
- A new online Fall Reading Challenge for all ages “10 to Try” runs from September 1- November 30! Everyone is welcome to log reading online using the interactive Beanstack for libraries software <https://northvalelibrary.beanstack.org/reader365>
- Virtual Story Time Tuesdays include a craft for pickup.
- August Maker Mondays: 121 kits
- August Crafts Kits: 181 kits
- *Bubble Show* - 45 views
- *August Magical Melodies* - 194 views
- *August Music with Miss Nita* - 6 families on Zoom
- *Weekly ESL Conversation* class for adults resumed remotely on Thursday, September 17 with 7 adults participating on Zoom. Instructor Antonio is currently volunteering his time.
- Healthy Eating snack class for children (on Zoom with ShopRite) returns in October
- Art class for Northvale adults taught by Kari Sedano is to be held remotely on Zoom on 10/22 (by preregistration) – supplies will be library curbside/indoor pickup

- Northvale Municipal Alliance grant funded program “Get Connected” for older adults with library on 3 consecutive Wednesday afternoons in October (combination of remote on Zoom and small group outdoors by preregistration)

#### Administrative

- Library Cards: 1,807 patrons registered as of September 18, 2020.
- August 2020 Northvale eBCCLS circulation was steady: 286 borrows as compared to August 2019 eBCCLS circulation: 278 borrows.
- Hoopla electronic borrowing was steady for August 2020 (52 borrows) compared with August 2019 (51 borrows).
- Northvale Library items will remain fine free through 12/31/2020 as approved by the Board at the August monthly meeting.
- Annual Library audit took place on Monday, Aug. 31 at 9:30 a.m.
- Indoor library service (browsing for library materials, reader’s advisory, limited computer use) has been in operation since July 14, 2020. Over the past 10 weeks since reopening indoors to the public on a limited basis, more patrons are opting to enter the library than use curbside service (which started June 22, 2020).The library will continue to offer both options to library users.
- Saturday hours (10:00 a.m.-1:00 p.m.) resumed on September 12, 2020.
- Expanding weekly opening hours in October as follows: Mondays: 10:00-6:00; Tuesdays: 10:00-7:30; Wednesdays: 10:00-6:00; Thursdays: 10:00-6:00, Fridays: 10:00-5:00 and Saturdays: 10:00-1:00 --as current public health conditions permit.

#### BCCLS

- BCCLS increased the number of items a patrons may request through “lend and send” to 20 (up from 10) with home library pickup only. 72 hours quarantine of book drop returns and BCCLS deliveries remains the standard procedure for all BCCLS libraries.
- BCCLS System Council meets virtually on Thursday, September 24 at 10 a.m.

#### **Friends of the Library Report**

The friends moved their meeting date for this month so at the time of the board meeting there was nothing to report.

#### **Treasurer’s Report**

Currently we are 14% under budget thru the first three quarters of 2020 -

The current bank balances are as follows:

Library account balance (as of 8/31/20): \$125,235.33

Library Capital account balance (as of 8/31/20): \$91,907.70

Mr. Honey is going to contact the auditor team to confirm if we need to submit a 990/990EZ form which was received from the IRS.

**ROLL CALL VOTES-**

Resolved to approve the claims list for August in the amount of \$3,517.16:

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

| Name          | ACTION | YES | NO | ABSENT | ABSTAIN |
|---------------|--------|-----|----|--------|---------|
| Ms. Banzaca   |        | X   |    |        |         |
| Mr. Kim       | Motion | X   |    |        |         |
| Mr. Honey     | Second | X   |    |        |         |
| Mr. Pinajian  |        | X   |    |        |         |
| Ms. Nicolich  |        |     |    | X      |         |
| Ms. Staropoli |        |     |    | X      |         |
| Mayor Marana  |        | X   |    |        |         |
| Mr. Argiro    |        |     |    |        |         |
| Ms. McKeever  |        | X   |    |        |         |

Resolved to approve the replenishment of petty cash in the amount of \$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     | Second | X   |    |        |         |
| Mr. Pinajian  |        | X   |    |        |         |
| Ms. Nicolich  |        |     |    | X      |         |
| Ms. Staropoli |        |     |    | X      |         |
| Mayor Marana  |        | X   |    |        |         |
| Mr. Argiro    |        |     |    |        |         |
| Ms. McKeever  |        | X   |    |        |         |

Resolved to approve the Library extend their hours as needed to support patron needs with M/W/Th 10-6; F 10-5 and T 10-7:30:

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  |        | X   |    |        |         |
| Ms. Nicolich  |        |     |    | X      |         |
| Ms. Staropoli |        |     |    | X      |         |
| Mayor Marana  | second | X   |    |        |         |
| Mr. Argiro    |        |     |    |        |         |
| Ms. McKeever  |        | X   |    |        |         |

**HEARING OF THE PUBLIC –**

The meeting was opened to the public at 7:05 PM. With no one from the public in attendance the meeting was closed to the public at 7:05 PM.

**ADJOURNMENT**

On motion made by Mr. Kim and seconded by Mayor Marana, the board, with all present being in favor, **voted to adjourn at 7:08 PM**

Respectfully submitted

Melissa Banzaca, Secretary