

**Minutes  
Regular Meeting of  
The Northvale Library Board of Trustees  
Wednesday, March 25, 2020  
6:30 PM**

**CALL THE MEETING TO ORDER –**

**STATEMENT -**

President Staropoli called the meeting to order at 6:30PM 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 –**

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

Also in attendance Director Kelemen.

## APPROVAL OF MINUTES

Resolved to approve the minutes from the February 26th, 2020 regular board meeting.

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

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

Resolved to approve the executive session minutes from the February 26th, 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		X			
Mr. Honey		X			
Mr. Pinajian				X	
Ms. Nicolich				X	
Ms. Staropoli	motion	X			
Mayor Marana		X			
Mr. Argiro					
Ms. McKeever		X			

## GENERAL DISCUSSION –

The meeting is open and available to the public through zoom. The board members in attendance are adequately separated to ensure safety due to the corona virus.

### Director's Report

Director Kelemen shared that the library staff is working remotely when possible. There are many professional education topics that the staff is participating in. They are also working on issuing digital only library cards.

### February 2020 Programs:

**35 programs offered to community**

**497 people attended library programs in February 2020**

Program/Event	Date	Children	Teens	Children/ Teens	Adults	Total	Department (Juv, YA, Adult)
Blind Date with a Book (Adult)	2/1/2020	0	0	0	18	18	Adult
Blind Date with a Book (Teens)	2/1/2020	0	8	8	0	8	YA
Bendy Bookworm Yoga	2/1/2020	6	0	6	4	10	Juv
Story Time	2/4/2020	5	0	5	5	10	Juv
Tasty Veggies! Recipe Book Discussion/Swap	2/3/2020	0	0	0	1	1	Adult
Cozy Coloring with Cocoa	2/5/2020	0	0	0	2	2	Adult
ESL Conversation Class	2/6/2020	0	0	0	13	13	Adult
Coding with Ozobots	2/6/2020	0	10	10	5	15	YA
Music with Miss Nita	2/7/2020	16	0	16	13	29	Juv
Story Time	2/11/2020	3	0	3	2	5	Juv
Northvale Pre-K Story Time 3's	2/11/2020	5	0	5	1	6	Juv
Artistically Abled	2/11/2020	10	0	10	5	15	Juv
Girl Scouts Scavenger Hunt	2/11/2020	15	0	15	5	20	Juv
Cozy Coloring with Cocoa	2/11/2020	0	0	0	0	0	Adults
Bendy Bookworm Yoga	2/12/2020	8	0	8	5	13	Juv
ESL Conversation Class	2/13/2020	0	0	0	8	8	Adults
STEM: Circuit Valentines	2/13/2020	7	3	10	6	16	Juv
Coding with Ozobots	2/13/2020	0	8	8	4	12	YA
Canvas Painting	2/13/2020	0	0	0	11	11	Adults
Valentine's Day	2/14/2020	5	0	5	3	8	Juv
Story Time	2/18/2020	7	0	7	5	12	Juv
Oreo Tasting	2/18/2020	20	5	25	18	43	Juv
Magical Melodies	2/19/2020	30	0	30	18	48	Juv
Cupcake Decorating	2/19/2020	26	10	36	20	56	Juv
ESL Conversation Class	2/20/2020	0	0	0	5	5	Adult
Teen-Led Lego Club	2/20/2020	5	1	6	2	8	Juv
Music with Miss Nita	2/21/2020	15	0	15	13	28	Juv
Gaming @ the Library	2/21/2020	3	0	3	2	5	YA
Adult Book Club	2/22/2020	0	0	0	0	4	Adult
Northvale Pre-K Story Time 4's	2/24/2020	10	0	10	1	11	Juv
Story Time	2/25/2020	0	0	0	0	0	Juv
Mardi Gras Masks	2/25/2020	7	0	7	5	12	Juv
String Art for Adults	2/25/2020	0	0	0	5	5	Adult
Magical Melodies	2/26/2020	20	0	20	14	34	Juv
ESL Conversation Class	2/27/2020	0	0	0	6	6	Adult

### Program highlights and upcoming

- “Food for Fines” generated over 300 nonperishable donations for St. Anthony’s Food Pantry in Northvale.
- Friends of the Northvale Library sponsoring individual vouchers to American Museum of Natural History for Northvale Library cardholders. Thank you Friends for your continued support and generosity.
- Read Across America Day/Dr. Seuss’ B’day was held on Monday, March 3<sup>rd</sup> afterschool with a visit from the “Cat in the Hat”, crafts and community leader

readers featuring Fire Department, Northvale School Principal, and Youth Services Librarian.

- Scheduled library programs from March 14 through March 31 were cancelled due to COVID-19.
- Youth Services Librarian offering “virtual” storytime and crafts
- Electronic resources are available to Northvale Library cardholders 24/7. Patrons are encouraged to visit [northvalelibrary.org](http://northvalelibrary.org) and [bccls.org](http://bccls.org) to explore e-books, e-audiobooks, e-magazines and more.

#### Administrative

- Library Cards: 1,801 patrons registered as of March 20, 2020. 12 new library card registrations since the February report.
- NJ State Aid annual report completed and submitted
- Northvale Library is closed to public as of 5pm, Friday, March 13, 2020 due to COVID-19. Library will reopen to public when authorized.
- Staff working Monday-Friday. Remote work authorized by Board of Trustees. Director and Youth Services Librarian responding to patron emails. Director answering or checking library voicemail, Monday-Friday.

#### Strategic Planning

- Bids received, unsealed and read for Northvale Public Library Interior Renovation Project. ALSA architecture review and library lawyer review in progress.

#### Building

- Gas leak caused evacuation of library from 12:45pm-2:15pm on March 6. Thank you Northvale Police and Fire for swiftly responding and alerting staff and patrons.

#### BCCLS

- BCCLS System Council March meeting canceled
- BCCLS delivery service suspended as of March 16
- BCCLS continues updates to membership on services via [bccls.org](http://bccls.org), emails and call-in meetings with library administration

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

No meeting this month

#### **Treasurer's Report**

The budget year to date is on track. We are at 20% to total. We are still owed \$15,000 from last year. Jim will send Mayor Marana an e-mail to sort out.

2 accounts were set up in the Quickbooks system to keep the regular account and capital account separate. Operating account is at \$87,000 and the capital account is \$94,000. Lastly Jim shared that the \$2,000 retainer given to ALSA will be applied against their last invoice.

**ROLL CALL VOTES-**

Resolved to approve the claims list for March in the amount of \$3,557.55:

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

<b>Name</b>	<b>ACTION</b>	<b>YES</b>	<b>NO</b>	<b>ABSENT</b>	<b>ABSTAIN</b>
Ms. Banzaca	Motion	X			
Mr. Kim		X			
Mr. Honey		X			
Mr. Pinajian				X	
Ms. Nicolich				X	
Ms. Staropoli	Second	X			
Mayor Marana		X			
Mr. Argiro					
Ms. McKeever		X			

Resolved to approve VMP Construction as the bid appointee of the Northvale Library Construction project:

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

<b>Name</b>	<b>ACTION</b>	<b>YES</b>	<b>NO</b>	<b>ABSENT</b>	<b>ABSTAIN</b>
Ms. Banzaca	Second	X			
Mr. Kim		X			
Mr. Honey		X			
Mr. Pinajian				X	
Ms. Nicolich				X	
Ms. Staropoli	motion	X			
Mayor Marana		X			
Mr. Argiro					
Ms. McKeever		X			

Resolved to approve the Northvale Public Library staff to go home as of 3/16/20 will full pay and benefits.

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

<b>Name</b>	<b>ACTION</b>	<b>YES</b>	<b>NO</b>	<b>ABSENT</b>	<b>ABSTAIN</b>
Ms. Banzaca		X			
Mr. Kim		X			
Mr. Honey		X			
Mr. Pinajian				X	
Ms. Nicolich				X	
Ms. Staropoli	motion	X			
Mayor Marana		X			
Mr. Argiro					
Ms. McKeever	Second	X			

**HEARING OF THE PUBLIC –**

The meeting was opened to the public at 6:48pm. With no one from the public in attendance the meeting was closed to the public at 6:48 pm.

**ADJOURNMENT**

On motion made by Tina Staropoli and seconded by Mike Kim, the board, with all present being in favor, **voted to adjourn at 6:49 PM**

Respectfully submitted

Melissa Banzaca, Secretary