

**Minutes
Regular Meeting of
The Northvale Library Board of Trustees
Wednesday, January 26th, 2022
6:30 PM**

CALL THE MEETING TO ORDER –

STATEMENT -

President Staropoli called the meeting to order at 6:30 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		In person
Ms. Lucas	X		In person
Mr. Honey	X		In person
Mr. Pinajian School librarian Ms. Nicolich			
Ms. Staropoli	X		In person
Mayor Marana/ Councilman Tom Argiro	X X		In person (left at 6:45) In person (left at 6:57)
Ms. McKeever	X		In person

Also in attendance Mary Grace Zaccaria.

Mayor Marana read the Oath of Allegiance with Ms. Banzaca to be sworn in to a five year term expiring on 12/31/26.

The Board of Trustees each serving a 5 year term
 Ms. Maria Lucas- West Avenue- expiring on 12/31/22
 Ms. Terri McKeever- Hughes Street- expiring on 12/31/23
 Mr. James Honey- Franklin Street- expiring on 12/31/24
 Ms. Tina Staropoli- Tappan Road- expiring on 12/31/25
 Ms. Melissa Banzaca- Bradley Avenue- expiring on 12/31/26

APPROVAL OF MINUTES

Resolved to approve the minutes from the December 15th, 2021 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	Second	X			
Mr. Pinajian Ms. Nicolich				X	
Ms. Staropoli	Motion	X			
Mayor Marana Mr. Argiro		X			
Ms. McKeever		X			

GENERAL DISCUSSION –

DIRECTORS REPORT-

Mary Grace attended her first board meeting after getting up and running.

Administrative

- Library Cards: 1,027 patrons registered as of January 20, 11 new library cards since December's report.

Building

- Internet issue- Because of ongoing connection issues, Optimum work order was placed on Friday, January 14. After Wifi issues continued, a new router had to be reinstalled on January 20 as well as a new outside line that was causing interference in both the library and nursery school upstairs; consequently, the problem has been resolved.
- A window air conditioner for the children's room was received but needs to be installed. Board recommendation is needed on how to proceed.

Strategic Plan

- The Northvale Library Community Survey for 2021 is attached for your review.
- ADA project bathroom renovation is completed.
- State Librarian sent resources for New Directors *The Trustees' Manual <https://www.njstatelib.org/wp-content/uploads/2014/05/Trustee-Manual-2015.pdf>;
- Attended Zoom Meeting for the NJ STATE LIBRARY Director's Check- In on State Aid with Robert Keith, Director of Library Law. Details as follows:
 - In this webinar, the Application for State Aid 2021 NJSL 23APP, a document received by all NJ libraries is to be filled out by Municipal CFO and myself due by March 15, 2022.
 - Discussion about the details to be filled out online in the Accuracy Certification Annual Survey to be returned to Bob Keith also by March 15, 2022.
 - A Per Capita State Aid instruction Webinar included information of all documents needed for the 2021 minimal amount to qualify for State Aid.
 - Under section #13 (this is a new section this year with many more areas to be filled out including hours the library was closed due to Covid -19.) Since this is the first year being introduced, it will not be a requirement.
 - All state requirements will be waived, even the board of trustees 7 hour training has been suspended, but we need to complete the survey to get State Aid.

BCCLS

- First quarter bill was received.
- Certification of Agreement for the year of 2022, (needs Library Board President signature).

December Program highlights

- StoryTime: 10 in- person
- Music with Miss Nita: 16 in-person
- Adult Grab and Go Kit: 24
- Adult Korean Book Club: 3 Zoom
- Adult Board Game: 3 in-person
- Canvas Painting with Kari: 8 adults in-person
- Adult Make a Snowman: 5 in-person
- Juvenile/Teens Cookie Decorating Kits: 30 grab and go

Upcoming Programs/Ideas

- Juvenile Crafts: Feb 2 Chinese/ Korean New Year Craft
- Feb 9 Toilet Paper Roll Love Bugs Craft for Valentine's Day
- Feb 16 Paper Plate Pets for National Love your Pet Day
- Feb 23 Paper Hot Cocoa craft
- Story Time with Miss Marianne: Every Wednesday in February
- Adult program: Blind Date with a Book Feb 1-28
- Adult Program: Winter Reading Challenge Feb 1-28
- Family Program: Make a Sweet Treat for Valentine's Day, Feb 10
- Adult Yoga/ Zumba for March or April
- Adult Jewelry Making in March with Mary Grace
- Adult Book club with Nayda March in March, April and May

Friends of the Library Report-

Museum passes are expiring. The group is reviewing what to renew or to replace. Planning Spring Craft Fair – date TBD. Planning on doing another dog parade in the Fall.

There are other fundraiser ideas in the works and the friends are working on magnet reorders.

Treasurer's Report-

There is no update to the 2022 Budget report for January due to the limited data available -- the bank account balances as of the end of December 2021 are as follows:

Northvale Library Bank Expense account: \$48,950.10

Northvale Library Capital Expense account: \$199,478.52

ROLL CALL VOTES-

Resolved to approve the regular account claims list for January in the amount of \$8,366.67.

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

Resolved to approve Michelle Albanese salary change to \$24.01 per hour working up to 20 hours a week because the interim director period has ended with the hiring of a new Library Director:

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 May Kwon salary change to \$22.57 per hour working up to 20 hours a week because the interim director period has ended with the hiring of a new Library Director:

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			

HEARING OF THE PUBLIC –

The meeting was opened to the public at 7:14 PM. With no one from the public addressing the meeting the meeting was closed to the public at 7:14 PM.

ADJOURNMENT

On motion made by Tina Staropoli and seconded by Melissa Banzaca, the board, with all present being in favor, **voted to adjourn at 7:21 PM**

Respectfully submitted
Melissa Banzaca, Secretary