

**Minutes
Regular Meeting of
The Northvale Library Board of Trustees
Wednesday February 28th, 2024
6:30 PM**

CALL THE MEETING TO ORDER –

STATEMENT -

Vice President McKeever called the meeting to order at 6:32 PM in the Northvale Public Library located at 116 Paris Avenue, Northvale, New Jersey 07647.

STATEMENT -

Vice President McKeever 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

Vice President McKeever 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 McGuire/ Councilwoman Fernandez	X		
Ms. McKeever	X		

Also in attendance: Director Magielnicki & Kathy Brunet

APPROVAL OF MINUTES

Resolved to approve the minutes from the January 24th, 2024 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	Second	X			
Mr. Honey		X			
Mr. Pinajian Ms. Nicolich				X	
Ms. Staropoli		X			
Mayor McGuire Ms. Fernandez		X			
Ms. McKeever	Motion	X			

GENERAL DISCUSSION –

DIRECTOR’S REPORT

Administrative:

- Library Cards: 2,220 registered Northvale Library cardholders as of February 1st. 9 new cards since January’s report.

Building:

- All of the historical photos have been hung on the wall by the DPW. Denis’s daughter recreated our “Welcome” design in different languages with a cricut machine and will try to come in before the grand opening to place it on the wall.
- Peter mentioned that he will have the children’s desk completed by March 5th.
- Tuesday, March 5th at 6pm, will be the grand reopening. ShopRite will be donating bottles of water, a canister of coffee, and cookies.
- The roof is dripping in 2 different spots on our front walkway. One of them is at the bottom of the ramp and the other is above our book drop. The one above the book drop is causing it to rust and sometimes we have trouble opening its door because the wood block underneath swells.

Movie License

- We had our Oscar Movie Matinees in February and it was well received. We will continue to show Thursday Matinees at least once or twice a month.

New Jersey State Library

- I have completed the 2023 State Report. Just waiting on the CFO to fill out the 2023 NJSL25APP before I submit everything over.

2023 Annual Report:

- I have created an annual report for 2023. I am attaching it to this document for the board’s review and will place it on the library’s website.

December Program Highlights

- Kids Craft Hour: 43
- Story Time: 93
- Toddler Time: 29
- Korean Book Club: 7
- Afternoon Book Club: 1
- Evening Book Club: 2
- Painting with Kari: 12
- Ms. Nita: 106
- ESL: 13
- Kid's Book Club: 2
- Homework Help: 14
- Tween Craft: 4
- Tween STEM Lab: 21
- Adult Arts and Crafts: 5

Upcoming Programs/Ideas

- Juvenile: Crafts
- Juvenile: Toddler Time
- Juvenile: Preschool Story Time
- Juvenile: Story Time
- Juvenile: Tween Craft
- Juvenile: Book Club
- Juvenile: Homework Help
- Juvenile: Tween/teen K-Pop Dance Class
- Adult: Korean Book Club
- Adult: Afternoon Book Club
- Adult: Evening Book Club
- Adult: Canvas Painting with Kari
- Adult: ESL class
- Adult: Arts & Crafts
- Adult: Electrifying Your Home Presentation
- Adult: Backyard Gardening Presentation
- Adult: Mahjong Class
- Adult: Shoprite Dietitian
- Family: Eclipse Glasses
- Family: NJ Makers Day
- Family: Grand Reopening

Friends of the Library Report

The friends have renewed the Guggenheim passes for \$500. The Children's Museum of Manhattan and Montclair Art Museum will not be renewed due to lack of interest.

Library will post non renewed passes. For 2024 the museum passes are: Empire pass, Storm King, Museum of Natural History, Guggenheim, and 9 passes for Museum of Moving Pictures. Once these are done we will not renew.

The friends will run a refreshment table at the Grand Re-Opening.

For March there will be a contest for adults to guess how many books are in circulation at the library and children can guess how many are in the children’s section. Friend will provide prizes for the winners.

The friends have offered to assist organize the library’s portion of the basement storage with a goal to establish what groups are sharing the basement and find designated areas for each.

Treasurer’s Report

In summary: In Total we are 14% under budget -- Wages, Salaries, etc. are at 3% under Budget (with pension contribution); and Expenses were 11% under budget.

The Northvale Library Bank Balances as of the end of January 2024 are as follows:

Northvale Library Expense account: \$47,905.30 (excluding Q1 Contribution)
 Northvale Library Capital Expense account: \$83,361.78

Notes for review:

- *Review summary of 2023 budget accounts against actuals (ref Books , media, Programs)
- *Received the Q1 2024 Borough contribution (\$27,500) on Feb 15th
- *Borough completed the final Library financial report -- The balance of contribution from the Borough against the Levy is \$5378.82 --
- *A voucher was submitted to the Boro on Feb 20th for the balance of 2023 contribution-- anticipate a check mid march (after the M &C meeting)
- *Request approval for the final contribution of \$5378.82 be deposited in the Northvale Library Capital Expense account and earmarked for the Bathroom expansion project.

ROLL CALL VOTES-

Resolved to approve the regular claims list for February in the amount of \$4,087.14:
 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		X			
Mr. Pinajian				X	
Ms. Nicolich					
Ms. Staropoli	Motion	X			
Mayor McGuire	Second	X			
Ms. Fernandez					
Ms. McKeever		X			

Resolved to approve the replenishment of petty cash for \$75.

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

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Ms. Banzaca				X	
Ms. Lucas	Motion	X			
Mr. Honey		X			
Mr. Pinajian Ms. Nicolich				X	
Ms. Staropoli		X			
Mayor McGuire Ms. Fernandez		X			
Ms. McKeever	Second	X			

Resolved to approve a check from the Borough be deposited in the amount of \$5,378.82 for remaining balance due for 2023.

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		X			
Mr. Pinajian Ms. Nicolich				X	
Ms. Staropoli	Motion	X			
Mayor McGuire Ms. Fernandez		X			
Ms. McKeever	Second	X			
Ms. McKeever		X			

HEARING OF THE PUBLIC –

The meeting was opened to the public at 7:32 PM. With no one addressing the board the meeting was closed to the public at 7:32 PM

ADJOURNMENT

On motion made by Tina Staropoli and seconded by Terri McKeever, the board, with all present being in favor, **voted to adjourn at 7:33 PM.**

Respectfully submitted

Melissa Banzaca, Secretary & Maria Lucas