

**Minutes
Regular Meeting of
The Northvale Library Board of Trustees
Wednesday, February 26, 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. President Staropoli asked the board to observe a moment of silence in memory of Wanda Worner, Borough Clerk who was very helpful in assisting the board getting the Library re-instated.

ROLL CALL –

Name	Present	Absent
Ms. Banzaca	X	
Mr. Kim		X
Mr. Honey	X	
Mr. Pinajian School librarian Ms. Nicolich	X	X
Ms. Staropoli	X	
Mayor Marana/ Councilman Tom Argiro	X	
Ms. McKeever	X	

APPROVAL OF MINUTES

Resolved to approve the minutes from the January 22, 2020 regular board meeting and executive session.

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					
Ms. Nicolich		X			
Ms. Staropoli	motion	X			
Mayor Marana		x			
Mr. Argiro					
Ms. McKeever		X			

GENERAL DISCUSSION –

President Staropoli received a letter from library patron Bob Ernst. The letter commended Director Kelemen on always being very helpful, warm and knowledgeable. He appreciates Director Kelemen the staff and the library.

Director's Report

January 2020 Programs:

31 programs offered to community

467 people attended library programs in January 2020

Program/Event	Date	Children	Teens	Children/ Teens	Adults	Total	Department (Juv, YA, Adult)
ESL Conversation Class	1/2/2020	0	0	0	8	8	Adult
Northvale Pre-K Story Time 4's	1/6/2020	10	0	10	1	11	Juv
Story Time	1/7/2020	5	0	5	5	10	Juv
Northvale Pre-K Story Time 3's	1/7/2020	5	0	5	1	6	Juv
ESL Conversation Class	1/9/2020	0	0	0	4	4	Adult
3-D Printing Class	1/9/2020	0	7	7	3	10	YA
Music with Miss Nita	1/10/2020	21	0	21	19	40	Juv
Northvale Pre-K Story Time 4's	1/13/2020	10	0	10	1	11	Juv
Story Time	1/14/2020	4	0	4	4	8	Juv
Northvale Pre-K Story Time 3's	1/14/2020	5	0	5	1	6	Juv
Artistically Abled	1/14/2020	10	0	10	5	15	Juv
Cozy Coloring with Cocoa	1/15/2020	0	0	0	0	0	Adults
Magical Melodies	1/15/2020	17	0	17	15	32	Juv
Winter Windsock Craft	1/15/2020	6	0	6	4	10	Juv

Program/Event	Date	Children	Teens	Children/ Teens	Adults	Total	Department (Juv, YA, Adult)
ESL Conversation Class	1/16/2020	0	0	0	11	11	Adults
Forever Judy and the Wizard of Oz concert	1/16/2020	0	0	0	70	70	Adults
Canvas Painting	1/16/2020	0	0	0	11	11	Adults
3-D Printing Class	1/16/2020	0	6	6	2	8	YA
Gaming @ the Library	1/17/2020	0	5	5	2	7	YA
Story Time	1/21/2020	6	0	6	5	11	Juv
Northvale Pre-K Story Time 3's	1/21/2020	6	0	6	1	7	Juv
3-D Printing Class	1/23/2020	0	7	7	3	10	YA
ESL Conversation Class	1/23/2020	0	0	0	11	11	Adult
Music with Miss Nita	1/24/2020	16	0	16	13	29	Juv
Dragon Drop In Craft	1/24/2020	18	0	18	12	30	Juv
Adult Book Club	1/25/2020	0	0	0	4	4	Adult
Northvale Pre-K Story Time 4's	1/27/2020	10	0	10	1	11	Juv
Story Time	1/28/2020	2	0	2	2	4	Juv
Magical Melodies	1/29/2020	27	0	27	24	51	Juv
3-D Printing Class	1/30/2020	0	8	8	3	11	YA
ESL Conversation Class	1/30/2020	0	0	0	10	10	Adult

Program highlights and upcoming

- “Food for Fines” benefiting St. Anthony’s Food Pantry in Northvale is on until end of February. Patron response has been enthusiastic, with over 130 nonperishable items donated at the halfway mark.
- Northvale Library winter “Blind Date with a Book” photo along with caption of library events was a surprise feature on the front page of *Northern Valley Press*, February 10 issue
- February’s “Love Your Library” bulletin display is full of patron appreciation for Northvale Public Library services.
- Read Across America Day is scheduled for Monday, March 3rd afterschool with “Cat in the Hat”, crafts and surprise community leader readers.
- Annual NJ Makers Day is scheduled for Saturday, March 21st with a full roster of interactive STEM activities.

Administrative

- Library Cards: 1,789 patrons registered as of February 21, 2020. 9 new library card registrations since the January report.
- NJ State Aid annual report work continues for March deadline

- Telephone system firmware updated and secured.
- Social media policy research in progress. Director Kelemen is gathering examples so we can create a policy which many other libraries have in place.

Personnel

- Youth Services Associate Librarian annual evaluation

Strategic Planning

- Notice to Bidders for Northvale Public Library Interior Renovation Project was published on February 3, 2020 in *The Record*.
- Notice to Bidders posted on the library's website, along with bid documents.
- Pre-Bid walkthrough took place at the library on February 11, led by Roy Sokoloski of ALSA Architects.

Building

- Fire alarm testing took place in early February

BCCLS

- BCCLS System Council Meeting on March 19 at Maywood Library
- New BCCLS communications tool – “The Wheel”
- Unified Loans & Auto Renewals went live consortium-wide on Feb. 14, 2020

Friends of the Library Report

The friends e-mailed President Staropoli a few notes on Friends news. They have purchased \$250 worth of Museum of Natural History passes. One pass can be redeemed per active Northvale library card. The friends will look at repurchasing as needed. The 5th anniversary celebration is set for Saturday June 6th. There will be a petting zoo, bounce house and more. The friends are working with the town and board on all necessary paperwork, insurance and preparations.

Treasurer's Report

The balance in the regular account is \$86,204.

The balance in the capital account is \$100,551.

We have not received our quarterly payment but should receive shortly.

ROLL CALL VOTES-

Resolved to approve the claims list for February in the amount of \$6,331.60:

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

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

Resolved to replenish 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		X			
Mr. Pinajian				X	
Ms. Nicolich		X			
Ms. Staropoli	second	X			
Mayor Marana		X			
Mr. Argiro					
Ms. McKeever		X			

Resolved to go into executive session to discuss the annual review of the Youth Services Associate Librarian.

The resolution was 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			

The board resumed the public meeting at 7:55 pm with the same trustees present. No action was taken by the board in executive session.

Resolved to approve a salary increase to \$46,305 for Emily Pepe based on her annual review.

The resolution was 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			

HEARING OF THE PUBLIC –

The meeting was opened to the public at 7:56pm. With no one from the public in attendance the meeting was closed to the public at 7:56 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 7:57 PM**

Respectfully submitted

Melissa Banzaca, Secretary