

**Minutes
Regular Meeting of
The Northvale Library Board of Trustees
Wednesday January 23, 2019
6:30 PM**

CALL THE MEETING TO ORDER –

President Porschen called the meeting to order at 6:33 PM in the Northvale Public Library located at 116 Paris Avenue, Northvale, New Jersey 07647.

STATEMENT -

President Porschen 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 Porschen asked all in attendance to rise and join him in a Salute to the Flag.

ROLL CALL –

| Name | Present | Absent |
|---|----------------|---------------|
| Ms. Banzaca | x | |
| Mr. Devlin | x | |
| Mr. Honey | x | |
| Mr. Pinajian School librarian Ms. Nicolich | x | x |
| Ms. Staropoli | x | |
| Mayor Marana | X | |
| Mr. Argiro | x | |
| Mr. Porschen | x | |

Also in attendance was Director Kelemen

APPROVAL OF MINUTES

Resolved to approve the minutes from the December 26, 2018 regular board meeting which includes the budget.

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

| Name | ACTION | YES | NO | ABSENT | ABSTAIN |
|------------------------------|--------|-----|----|--------|---------|
| Ms. Banzaca | | x | | | |
| Mr. Devlin | | x | | | |
| Mr. Honey | | x | | | |
| Mr. Pinajian Ms. Nicolich | | x | | | |
| Ms. Staropoli | motion | x | | | |
| Mayor Marana Mr. Argiro | | | | | x |
| Mr. Porschen | second | x | | | |

OATH OF ALLEGIANCE-

Mayor Marana read the Oath of Allegiance with Mr. Porschen.

Mr. Porschen was sworn in to a five year term expiring on 12/31/23.

GENERAL DISCUSSION –

The Board of Trustees each serving a 5 year term

Mr. James Honey – expiring on 12/31/19

Ms. Tina Staropoli – expiring on 12/31/20

Ms. Melissa Banzaca -expiring on 12/31/21

Mr. Devlin – expiring on 12/31/22

Mr. Drew Porschen – expiring on 12/31/23

Director's Report

Administrative

- Library Cards: 1,594 patrons registered as of January 18, 2019. 1 new registration since the December report.
- Jennifer and our newest staff member received the updated 2019 forms from Borough Police for required fingerprinting.

Staff Development

- Staff training, *Checking Out Autism—How to Effectively Communicate and Interact With Individuals With Autism* has been scheduled for Tuesday, February 5th at 12:00 p.m. Heart To Heart and Associates, LLC will be conducting the training for library staff. The training comes highly recommended by River Edge Public Library. The library will be closed to the public during the training, as approved at December meeting, and will reopen prior to 3:00 pm. Thanks to the Board for permitting and encouraging the library staff to develop skills to better serve all of our community.

BCCLS

- Christine Zeni, new BCCLS Delivery Manager, started on January 14
- BCCLS is looking at potential warehouse locations for delivery service
- BCCLS is creating timeline for launching delivery service in order to meet ambitious launch date goal: end of May 2019, prior to busy Summer Reading season
- LibCal replaced Demco's Evanced as our online registration calendar as of January 11, 2019. Kudos to Emily for setting up and embedding the new online registration system on Northvale Library's web page and entering all the children and adult programs in the new online system. It works well, and we were ahead of the curve.
- Polaris ILS is being replaced by its improved version, LEAP, in April 2019. Staff is transitioning with ease to LEAP system via BCCLS provided online trainings and support and will continue to explore improved functionality of LEAP in coming months.
- BCCLS Executive Director, Dave Hansen, is scheduled to meet with Jennifer on February 6th at the library for a director talk and library tour, as part of his 77 BCCLS site visit tour.

Strategic Plan

- Architect Roy Sokoloski and associate Kent Lieu are working on the study for improvements to the Northvale Public Library. Roy will have preliminary information on reconfiguring our space by mid-February.

Community

- Preschool: Jennifer met Dolores of Northvale Preschool and was given tour of the upstairs facility.
- Senior Center: Pam from Senior Center and Jennifer share monthly adult programming calendars as to communicate the many choices for adults in Northvale.
- Friends: Flash Book Sale at Library on Saturday, February 9 from 9AM-3PM; Requesting permission for *early open and late close* to enable Friends to hold book sale at library; Jennifer will open and close the building for the Friends group

December 2018 Programs:**41 programs offered to community members of all ages****470 people of all ages attended library programs in December 2018**

| | | | | | | | |
|---------------------------------|------------|----|---|----|----|----|-------|
| Santa Letters (Dec. 1-21) | 12/1/2018 | 25 | 0 | 25 | 0 | 25 | Juv |
| Celebrate Hanukkah Drop-in | 12/1/2018 | 5 | 0 | 5 | 4 | 9 | Juv |
| Northvale Pre-school Story time | 12/3/2018 | 10 | 0 | 10 | 1 | 11 | Juv |
| Popsicle Snowmen | 12/3/2018 | 8 | 0 | 8 | 7 | 15 | Juv |
| Story Time | 12/4/2018 | 2 | 0 | 2 | 2 | 4 | Juv |
| Coffee, Cookies, & Coloring | 12/4/2018 | 0 | 0 | 0 | 1 | 1 | Adult |
| Snowflake Drop-in | 12/4/2018 | 17 | 0 | 17 | 10 | 27 | Juv |
| Story Time | 12/5/2018 | 0 | 0 | 0 | 0 | 0 | Juv |
| ESL: Intermediate | 12/5/2018 | 0 | 0 | 0 | 3 | 3 | Adult |
| ESL: Beginner | 12/5/2018 | 0 | 0 | 0 | 2 | 2 | Adult |
| STEM: Snowflake Slime | 12/6/2018 | 25 | 0 | 25 | 20 | 45 | Juv |
| Family Movie Night | 12/6/2018 | 4 | 0 | 4 | 2 | 6 | Juv |
| DIY: Holiday Wreath | 12/6/2018 | 0 | 0 | 0 | 10 | 10 | Adult |
| How the Grinch Stole Story Time | 12/7/2018 | 7 | 0 | 7 | 4 | 10 | Juv |
| 1-1 Tech Help | 12/7/2018 | 0 | 0 | 0 | 0 | 0 | Adult |
| Cookie Swap | 12/8/2018 | 0 | 0 | 0 | 1 | 1 | Adult |
| Northvale Pre-school Story time | 12/10/2018 | 12 | 0 | 12 | 2 | 14 | Juv |
| DIY Graham Cracker Houses | 12/10/2018 | 20 | 0 | 20 | 8 | 28 | Juv |
| Healthy Eating with Jamie | 12/11/2018 | 8 | 0 | 8 | 4 | 12 | Juv |
| Music Together | 12/12/2018 | 3 | 0 | 3 | 3 | 6 | Juv |
| DIY Snow Globes | 12/12/2018 | 16 | 0 | 16 | 8 | 24 | Juv |
| ESL: Intermediate | 12/12/2018 | 0 | 0 | 0 | 3 | 3 | Adult |
| ESL: Beginner | 12/12/2018 | 0 | 0 | 0 | 2 | 2 | Adult |
| STEM: Play Snow | 12/13/2018 | 10 | 0 | 10 | 5 | 15 | Juv |
| Canvas Painting | 12/13/2018 | 0 | 0 | 0 | 12 | 12 | Adult |
| Pizza & Teen Movie | 12/13/2018 | 0 | 1 | 1 | 0 | 1 | YA |
| Gaming Tournament | 12/14/2018 | 10 | 5 | 15 | 5 | 20 | YA |
| Artistically Abled | 12/15/2018 | 10 | 0 | 10 | 6 | 16 | Juv |
| Northvale Pre-school Story time | 12/17/2018 | 12 | 0 | 12 | 2 | 14 | Juv |

| | | | | | | | |
|--------------------|------------|----|---|----|----|----|-------|
| Popsicle Ornaments | 12/18/2018 | 12 | 0 | 12 | 6 | 18 | Juv |
| Magical Melodies | 12/19/2018 | 12 | 0 | 12 | 12 | 24 | Juv |
| ESL Intermediate | 12/19/2018 | 0 | 0 | 0 | 3 | 3 | Adult |
| ESL Beginner | 12/19/2018 | 0 | 0 | 0 | 4 | 4 | Adult |
| STEM Puffy Paint | 12/19/2018 | 8 | 0 | 8 | 5 | 13 | Juv |
| DIY Ugly Sweaters | 12/20/2018 | 1 | 0 | 1 | 1 | 2 | YA |
| DIY T-shirts | 12/20/2018 | 0 | 1 | 1 | 2 | 3 | Adult |
| Magical Melodies | 12/21/2018 | 5 | 0 | 5 | 5 | 10 | Juv |
| Magic Show | 12/21/2018 | 15 | 2 | 17 | 5 | 22 | Juv |
| DIY Ornaments | 12/21/2018 | 15 | 0 | 15 | 5 | 20 | Juv |
| Read to a Dog | 12/27/2018 | 3 | 0 | 3 | 1 | 4 | Juv |
| Gaming Tournament | 12/28/2018 | 1 | 7 | 8 | 3 | 11 | YA |

Friends of the Library Report

Ms. Kathy Brunet – 417 Crest Drive gave her report from the Friends:

The friends have committed to three different entertainers for the summer reading program.

Mike Kim continues to do all of the gaming tournaments. They have been very successful. They are enjoying the new Nintendo Switch.

Jen England continues to do all of the DIY programs.

The new pass this year is the Bergen County Zoo pass (Van Saun Park) which includes many additional aquariums and zoos around the country.

The Board of Trustees thanked the friends for all that they do.

Treasurer's Report

The board reviewed the budget for 2019 with Director Kelemen. A few slight changes were made.

ROLL CALL VOTES –

Resolved to approve the claims list for the month of January in the amount of \$9614.34

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

| Name | ACTION | YES | NO | ABSENT | ABSTAIN |
|------------------------------|---------------|------------|-----------|---------------|----------------|
| Ms. Banzaca | second | x | | | |
| Mr. Devlin | | x | | | |
| Mr. Honey | | x | | | |
| Mr. Pinajian Ms. Nicolich | | x | | | |
| Ms. Staropoli | motion | x | | | |
| Mayor Marana Mr. Argiro | | x | | | |
| Mr. Porschen | | x | | | |

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

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

| Name | ACTION | YES | NO | ABSENT | ABSTAIN |
|------------------------------|---------------|------------|-----------|---------------|----------------|
| Ms. Banzaca | | x | | | |
| Mr. Devlin | motion | x | | | |
| Mr. Honey | | x | | | |
| Mr. Pinajian Ms. Nicolich | | x | | | |
| Ms. Staropoli | | x | | | |
| Mayor Marana Mr. Argiro | | x | | | |
| Mr. Porschen | second | x | | | |

Resolved to approve the offices and the committees of the Northvale Library Board for 2019 as follows:

President – Tina Staropoli

Vice President- Drew Porschen

Secretary- Melissa Banzaca

Treasurer- Mr. Honey

Reappointment of Committees

Personnel Committee- Ms. Staropoli, Mr. Pinajian, Mr. Porschen

Operations Committee- Ms. Banzaca, Mr. Porschen, Ms. Staropoli

Facility Committee- Ms. Banzaca, Mr. Devlin, Mr. Porschen
 Budget and Finance Committee- Mr. Honey, Mayor Marana
 Strategic Planning Committee- Ms. Banzaca, Mr. Porschen, Mayor Marana

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

| Name | ACTION | YES | NO | ABSENT | ABSTAIN |
|------------------------------|---------------|------------|-----------|---------------|----------------|
| Ms. Banzaca | | x | | | |
| Mr. Devlin | | x | | | |
| Mr. Honey | | x | | | |
| Mr. Pinajian Ms. Nicolich | second | x | | | |
| Ms. Staropoli | motion | x | | | |
| Mayor Marana Mr. Argiro | | x | | | |
| Mr. Porschen | | x | | | |

Resolved to approve the opening of the library from 9AM-3PM on Saturday, February 9; to enable Friends to hold book sale at library; Jennifer will open and close the building for the Friends group

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

| Name | ACTION | YES | NO | ABSENT | ABSTAIN |
|------------------------------|---------------|------------|-----------|---------------|----------------|
| Ms. Banzaca | second | x | | | |
| Mr. Devlin | motion | x | | | |
| Mr. Honey | | x | | | |
| Mr. Pinajian Ms. Nicolich | | x | | | |
| Ms. Staropoli | | x | | | |
| Mayor Marana Mr. Argiro | | x | | | |
| Mr. Porschen | | x | | | |

Resolved to approve the 2019 Budget

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

| Name | ACTION | YES | NO | ABSENT | ABSTAIN |
|------------------------------|---------------|------------|-----------|---------------|----------------|
| Ms. Banzaca | | x | | | |
| Mr. Devlin | second | x | | | |
| Mr. Honey | | x | | | |
| Mr. Pinajian Ms. Nicolich | | x | | | |
| Ms. Staropoli | motion | x | | | |
| Mayor Marana Mr. Argiro | | x | | | |
| Mr. Porschen | | x | | | |

HEARING OF THE PUBLIC –

President Porschen opened the meeting to the public at 8:04 PM

Myung Kim- 371 Bradley Ave – introduced himself to the board. Mike Kim. He told the board a little bit about himself and that he has accepted the nomination made by the mayor to be appointed to the board of trustees starting next month.

With no one else addressing the board, President Porschen declared the public comment portion of the meeting closed.

ADJOURNMENT

On motion made by Mr. Porschen and seconded by Ms. Staropoli, the board, with all present being in favor, **voted to adjourn at 8:06 PM**

Respectfully submitted

Tina Staropoli, Secretary

Proposed Northvale Municipal Library Budget (2019)

| Annual Budget : | % | \$ 329,819.17 | Act Expenses | Avg Per month Budget | Actual Avg / Month |
|---|------|---------------|--------------|-------------------------|-----------------------|
| Expenses: | | | | | |
| Wages & Salaries (incl SS, Pension, Health, temps) | 68% | \$ 224,277.04 | \$ - | \$ 18,689.75 | \$ - |
| Utilities, insurance, building servic | 2% | \$ 6,596.38 | \$ - | \$ 549.70 | |
| Books / Media & Programs | 15% | \$ 49,472.88 | \$ - | \$ 4,122.74 | |
| BCCLS | 8% | \$ 26,385.53 | \$ - | \$ 2,198.79 | \$ - |
| Administrative fees (Service fees : Legal, Accounting,) (training) | 2.5% | \$ 8,245.48 | \$ - | \$ 687.12 | |
| | | \$ - | \$ - | \$ - | |
| Supplies (copy machine, paper, pens, janitorial, etc.) | 4.5% | \$ 14,841.86 | \$ - | \$ 1,236.82 | |
| Sub Tot (expenses excl BCCLS): | | \$ 79,156.60 | | \$ 6,596.38 | \$ - |
| Total: | 100% | \$ 329,819.17 | \$ - | \$ 27,484.93 | \$ - |