

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

CALL THE MEETING TO ORDER –

STATEMENT -

President Staropoli called the meeting to order at 6:32 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		
Ms. Lucas		X	
Mr. Honey	X		
Mr. Pinajian School librarian Ms. Nicolich		X	
Ms. Staropoli	X		
Mayor Marana/ Councilman Tom Argiro	X X		
Ms. McKeever	X		

Also in attendance: Director Zaccaria.

APPROVAL OF MINUTES

Resolved to approve the minutes from the September 28th, 2022 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		X				
Mr. Pinajian Ms. Nicolich				X		
Ms. Staropoli	Motion	X				
Mayor Marana Mr. Argiro		X				
Ms. McKeever	Second	X				

GENERAL DISCUSSION –

Director Zaccaria and the board discussed the correspondence received surrounding the asbestos assessment and results. Mayor Marana shared that he spoke with Steve Wielkocz who is the auditor for both the Borough and the Library to get his input on the cost estimates received.

DIRECTORS REPORT -

Administrative

- Library Cards: 2,060 patrons registered as of October 19, 2022. 10 new library cards since September's report.

Building

- On September 29, 2022 the Limited Asbestos Site Assessment was done by USA Environmental anagement, Inc. (USAEMI) in accordance with the Environmental Protection Agency and Asbestos Hazard Emergency Response Act. Testing resulted in 19 problematic areas found in our flooring. (See report) J.R. Contracting & Environmental Consulting submitted a Potential Change Order #1 for Limited Asbestos Site Assessment for the Sum of: \$6, 687.45. Kent Lieu of ALSA coordinated a Cost Estimate for Asbestos Site Assessment of hiring USAEMI directly for a Lump Sum Total of \$4,825.00 (See attached Potential Change Order #1) As of October 19, 2022 the company, USAEMI sent an invoice for an even lower amount in the amount of \$4,580.00 to be discussed with the planning board/town council for consideration. Remediation of the Asbestos needs to be addressed before the renovation can continue. The quote CO #2 for Remediation Only from J & R Construction is for \$21,561.54. This matter will also be discussed and reviewed with the planning board/town council.

Strategic Plan

- The next phases of the strategic planning of the Library renovation project is halted due to the findings and Remediation of Asbestos that needs to be done before we can proceed.
- I spoke to Kari Sedano about painting a new mural for the Children's room. She has come up with some ideas for the mural and is willing to paint the design with her husband & son for \$800.00. (See attachment of her samples.)
- The State of NJ State Aid Check for the library was received in the amount of \$2,452.00.
- Met with Friends on 10/17 at the meeting to discuss upcoming events. A request to purchase a book in memory of Northvale resident, fireman Mr. Ingraso for heroism on 9/11.

BCCLS

● Holidays - 2023 Approval of Holiday Schedule needs to be submitted to BCCLS. (See attached) Thoughts of adding Veteran's Day because it is a Federal Holiday and opening Saturday after hanksgiving to be considered.

September Program highlights

- Juvenile: Toddler Time: 12 in person Juvenile Crafts: 48 Grab & Go
- Juvenile: Music with Miss Nita: 26 in person
- Juvenile: Preschool Story Time 8
- Juvenile: Shop- Rite Nutrition Snacks for kids: 6 in person
- Juvenile: Learn Python with Joe Seo 12
- Adult: Korean Book Club: 6 in person
- Adult: ESL club: 4 in person
- Adult: Canvas Painting with Kari: 10 in person
- Adult: Afternoon Book Club: 0 in person
- Adult: Arts and Crafts with Pam: 8 in person

Upcoming November Programs/Ideas

- Juvenile: Take & Make Crafts
- Juvenile: Toddler Time: Every Monday
- Juvenile: Preschool Story Time
- Juvenile: Shop- Rite Nutrition Snacks for kids
- Juvenile: YA Escape Room Mystery Club
- Adult: New Bakeware for Fall
- Adult: Learning Computers with Joe Seo
- Adult: Korean Book Club
- Adult: Afternoon Book Club
- Adult: Arts & Crafts with Pam
- Adult Canvas Painting with Kari

Treasurer's Report

Mr. Honey is waiting for the current expenditure report. Using actual spending numbers through August he extrapolated an estimate for end of year bringing the budge to 7/10% over in wages and salaries but 20% under in other expenses which would bring us to close to break even.

Examining the Capital account he believes the additional costs being incurred for the asbestos removal should be covered.

Northvale Library Operating Expense account : \$87,604.00

Northvale Library Capital Expense account: \$254,294.00

ROLL CALL VOTES-

Resolved to approve the claims list for October in the amount of \$3,186.32.

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		X			
Mayor Marana Mr. Argiro		X			
Ms. McKeever	Motion	X			

Resolved to approve the replenishment of 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			
Ms. Lucas				X	
Mr. Honey		X			
Mr. Pinajian Ms. Nicolich				X	
Ms. Staropoli	Motion	X			
Mayor Marana Mr. Argiro		X			
Ms. McKeever		X			

Resolved to approve the following resolution. Whereas, the presence of asbestos can be hazardous to peoples health, and Whereas; Certified and licensed professionals and testing labs have determined that a minor amount of encapsulated asbestos is present in the Library facility, and Whereas; As per state guidelines must be remediated and disposed of in swift fashion, and Whereas; It is in the best interests of the library patrons to minimize disruptions to open hours, and Whereas; It is in the best interests of the library staff and patrons to have asbestos removed as soon as possible, and Whereas; The Northvale Public Library’s Board of Trustees does declare the situation to be both operational and health emergencies this 26th Day of October 2022.

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		X			
Mayor Marana Mr. Argiro	Motion	X			
Ms. McKeever	Second	X			

Resolved to approve the 2023 Holiday Calendar including the following days: New Years Day, Martin Luther King Jr. Day, Presidents Day, Good Friday, Memorial Day, Saturday BEFORE, Fourth of July, Labor Day, Columbus Day, Veterans Day, Thanksgiving, Day after Thanksgiving, Christmas.

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

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

Resolved to approve payment to USA Environmental Management in the amount of \$4,580 from the Capital Expense Account for asbestos testing.

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		X			
Mayor Marana Mr. Argiro		X			
Ms. McKeever	Motion	X			

Resolved to approve awarding the remediation and disposal of asbestos to J&R Contracting in the amount of \$21,561.54.

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		X			
Mayor Marana Mr. Argiro	Second	X			
Ms. McKeever	Motion	X			

HEARING OF THE PUBLIC –

The meeting was opened to the public at 7:28 pm. With no one from the public addressing the board the meeting was closed to the public at 6:28.

ADJOURNMENT

On motion made by Tina Staropoli and seconded by Mayor Marana, the board, with all present being in favor, **voted to adjourn at 7:30 PM**

Respectfully submitted

Melissa Banzaca, Secretary