

**Minutes  
Regular Meeting of  
The Northvale Library Board of Trustees  
Wednesday, January 27, 2016  
6:30 PM**

**CALL THE MEETING TO ORDER –**

President Porschen called the meeting to order at 6:34 PM in the Northvale Public Library located at 116 Paris Avenue, Northvale, New Jersey 07647.

**STATEMENT –**

President Porschen stated

*“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 Porchen asked all in attendance to rise and join him in a Salute to the Flag.

**ROLL CALL –**

<b>Name</b>	<b>Present</b>	<b>Absent</b>
Mr. DeLisio	X	
Mr. Devlin	X	
Mr. Honey	X *	
Mr. Pinajian	X	
Ms. Staropoli	X	
Mayor Piehler	X	
Mr. Porschen	X	

\*Mr. Honey came five minutes late

**APPROVAL OF MINUTES**

Resolved to approve the minutes from the December 23, 2015 regular board meeting

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

<b>Name</b>	<b>ACTION</b>	<b>YES</b>	<b>NO</b>	<b>ABSENT</b>	<b>ABSTAIN</b>
Mr. DeLisio	MOTION	X			
Mr. Devlin		X			
Mr. Honey				X	
Mr. Pinajian					X
Ms. Staropoli	SECOND	X			
Mayor Piehler					X
Mr. Porschen		X			

## **OATH OF ALLEGIANCE-**

Mayor Piehler read the Oath of Allegiance with Ms. Staropoli and she was sworn in to a five year term expiring on 12/31/20.

## **GENERAL DISCUSSION –**

### **Director's Report**

#### Personnel

Marisa Hall resigned her position as Youth Services Librarian on December 30, 2015. Her last day was January 22, 2016.

Replacement Update: Tina and Mike (Personnel Committee) and myself met with two finalists on Friday, January 22.. We may have a candidate to present at this meeting for Board approval.

#### Programming

Adult Book Club: February 2

New intermediate ESL class began. It is Tuesdays, 1-2 pm on Jan 26, Feb 2, 9 & 16. 4 students registered.

I am developing an afternoon and evening drop-in programs for children for Thursday, February 11 to celebrate Valentine's Day.

Working with Peggy Raso, Senior Citizens Center Program Coordinator to co-sponsor programs.

I am exploring ways to utilize the staff room for library programming space.

#### Administrative

State Report: I am in the process of collecting financial and statistical data necessary for filing. This is required to receive future state aid.

#### Community Area Policy:

The Historical Society and Quilting Club are now meeting at the American Legion.

The Republican Club requested to reserve this area for 6 months on the fourth Monday of each month. The Club's first meeting was held on September 28, 2015. The sixth American Legion Hall is now available as a community space.

The Friends meet at 6:30 pm on the first Wednesday of each month.

Mission Statement: scheduling initial meeting with Lou DeLisio and Kathy Brunet.

Library Cards: we now have 1,044 patrons registered as of Friday, January 22, 2016.

#### Facility

Telephone system: installation by Telecom Support is tentatively scheduled for week of Feb 1

#### Water fountain:

Unit ordered through Ferguson Plumbing and received.

P.T. Electric and N.J.V. Plumbing are coordinating the installation; electrician is finishing a restaurant job. I will inquire this week when we will be scheduled.

### **General:**

President Porschen shared with the Board a thank you card from Marisa Hall, thanking the board for giving her the opportunity to work in Northvale.

Mr. DeLisio will follow up with Steve Wilcox about the annual audit

Mayor Piehler has asked Director O'Keefe to be on the board of the McGuire Senior Center

Mr. Honey presented the board with the budget from last year based on the past 9 months that the library has been opened.

**ROLL CALL VOTES –**

Resolved to approve the claims list of invoices totaling \$2705.43 for this past month of January to be paid through the borough.

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

<b>Name</b>	<b>ACTION</b>	<b>YES</b>	<b>NO</b>	<b>ABSENT</b>	<b>ABSTAIN</b>
Mr. DeLisio	MOTION	X			
Mr. Devlin		X			
Mr. Honey		X			
Mr. Pinajian		X			
Ms. Staropoli	SECOND	X			
Mayor Piehler		X			
Mr. Porschen		X			

Resolved to approve to keep 28% of each quarterly check and put it in the library account to pay our own bills and to have the borough keep 72% of each quarterly check to pay for payroll each week.

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

<b>Name</b>	<b>ACTION</b>	<b>YES</b>	<b>NO</b>	<b>ABSENT</b>	<b>ABSTAIN</b>
Mr. DeLisio		X			
Mr. Devlin	SECOND	X			
Mr. Honey		X			
Mr. Pinajian		X			
Ms. Staropoli	MOTION	X			
Mayor Piehler		X			
Mr. Porschen		X			

Resolved to approve the hiring of Emily Ann Pepe for the full time position of Youth Services Associate for \$38,000 annually.

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

<b>Name</b>	<b>ACTION</b>	<b>YES</b>	<b>NO</b>	<b>ABSENT</b>	<b>ABSTAIN</b>
Mr. DeLisio		X			
Mr. Devlin		X			
Mr. Honey		X			
Mr. Pinajian	SECOND	X			
Ms. Staropoli	MOTION	X			
Mayor Piehler		X			
Mr. Porschen		X			

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

Reappointment of Officers:

President- Mr. Porschen

Vice President- Mr. Devlin

Secretary- Ms. Staropoli

Treasurer- Mr. Honey

Reappointment of Committees

Personnel Committee- Mayor Piehler, Ms. Staropoli, Mr. Pinajian

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

Facility Committee- Mr. Devlin, Mr. DiLisio

Budget and Finance Committee- Mr. Honey, Mayor Piehler

Mission Statement Committee- Mr. DiLisio, Library Director Ellen O'Keefe, Northvale resident  
Kathy Brunet

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

<b>Name</b>	<b>ACTION</b>	<b>YES</b>	<b>NO</b>	<b>ABSENT</b>	<b>ABSTAIN</b>
Mr. DeLisio		X			
Mr. Devlin	SECOND	X			
Mr. Honey		X			
Mr. Pinajian		X			
Ms. Staropoli		X			
Mayor Piehler		X			
Mr. Porschen	MOTION	X			

The board, upon the following roll call vote, resolved to go into executive session at 6:52 pm to discuss personnel issues and a police incident involving a patron.

<b>Name</b>	<b>ACTION</b>	<b>YES</b>	<b>NO</b>	<b>ABSENT</b>	<b>ABSTAIN</b>
Mr. DeLisio		X			
Mr. Devlin		X			
Mr. Honey		X			
Mr. Pinajian		X			
Ms. Staropoli	SECOND	X			
Mayor Piehler		X			
Mr. Porschen	MOTION	X			

The board resumed the public meeting at 7:21 pm with the same trustees present. No action was taken by the board in executive session.

### **HEARING OF THE PUBLIC –**

President Porschen opened the meeting to the public at 7:21 PM

#### **Public Comment**

No one addressed the board and President Porschen declared the public comment portion of the meeting closed.

### **ADJOURNMENT –**

On motion made by Mr. DeLisio and seconded by Mr. Pinajian, the board, with all present being in favor, **voted to adjourn at 7:32 PM**

Respectfully submitted

Tina Staropoli, Secretary