

**Minutes
Regular Meeting of
The Northvale Library Board of Trustees
Wednesday, July, 2021
6:30 PM**

CALL THE MEETING TO ORDER –

STATEMENT -

President Staropoli called the meeting to order at 6:33 PM. The meeting was held entirely through the Zoom app so board members and members of the public could attend remotely.

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		In person
Ms. Lucas	X		In person
Mr. Honey		X	
Mr. Pinajian School librarian Ms. Nicolich		X	
Ms. Staropoli	X		In person
Mayor Marana/ Councilman Tom Argiro	X		In person Via Zoom
Ms. McKeever	X		In person

Also in attendance Emily Pepe

APPROVAL OF MINUTES

Resolved to approve the minutes from the June 26, 2021 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	Second	X			
Mayor Marana	Motion	X			
Mr. Argiro		X			
Ms. McKeever		X			

GENERAL DISCUSSION –

DIRECTORS REPORT-

June Crafts: 240 kits

June Story Time: 25 in-person - an average of 2-6 families per storytime

June Music with Miss Nita: 32 in-person

June Magical Melodies: 35 in-person

Weekly ESL Conversation class for Adults on Zoom: ESL will take a break for the summer. They will come back in September.

June Canvas Painting for Adults on Zoom with Kari: 6 adults in-person

Administrative

- Library Cards: 1,861 patrons registered as of July 23, 2021. 6 new library cards since June's report.
- Proposed to extend Fine Free to September 30, 2021.
- Proposed Northvale Library Dress Code to be included in the Personnel Manual.
- Proposed Social Media Policy to be included in the Northvale Library Policies & Procedures.
- Zoom was renewed by the NJ State Library using American Rescue Plan Act (ARPA) funds. It will run through September 9, 2022. It will include both webinars and meetings for an unlimited number of attendees, as well as affording no time limitations on these programs.

Strategic Plan

- The Community Survey has been posted and released, responses are being received via online form and paper.
- ADA project bids were opened on July 20th at 4:00 PM in a public meeting. The architect is reviewing all bids.
- Strategic Plan 2022-2025 is currently being drafted - awaiting census information to be released and more community stats to be collected.

Upcoming Programs/Ideas

- Summer Reading 2021 Wrap-Up Party on 7/7/21 - Outdoor Magic Show at 11 AM
- Outdoor Summer Concert RESCHEDULED on 7/14/21 at 1 PM

Friends of the Library Report-

Nothing to report- no summer friends meeting.

Treasurer's Report-

Northvale Library thru July 28 \$175,327.

The Library is 12 % under budget thru July 23rd.

ROLL CALL VOTES-

Resolved to approve the claims list for June in the amount of \$9762.45:

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		X			
Mayor Marana		X			
Mr. Argiro		X			
Ms. McKeever	Second	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	Second	X			
Mr. Honey				X	
Mr. Pinajian Ms. Nicolich				X	
Ms. Staropoli		X			
Mayor Marana	Motion	X			
Mr. Argiro		X			
Ms. McKeever		X			

Resolved to approve extending the fine free period through September 30th 2021:

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

Resolved to approve including the Northvale Library Dress Code in the Peronnel Manual:

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

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

Resolved to approve acceptance of Emily Pepe’s resignation as of 8/7/21:
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	Second	X			
Mayor Marana Mr. Argiro	Motion	X			
Ms. McKeever		X			

Resolved to approve Michele Albanese and May Kwon as co interim directors until a full time position is filled. Up to 10 hours added to both each week with a \$6 per hour increase to each salary:

The resolution was 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	Motion	X			
Mayor Marana Mr. Argiro		X			
Ms. McKeever		X			

Resolved to approve hiring to fill a new position of part time adult programming coordinator. Up to 20 hours a week between \$16 - \$18 an hour.

The resolution was 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	Motion	X			
Mayor Marana Mr. Argiro		X X			
Ms. McKeever		X			

Resolved to accepting the bid of Franklin Floors Inc. for the ADA restroom and main entrance construction project at \$40,958. \$26,000 of the total to come from the applied and awarded ADA grant.

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

HEARING OF THE PUBLIC –

The meeting was opened to the public at 7:40PM. With no one from the public the meeting was closed to the public at 7:40

ADJOURNMENT

On motion made by Tina Staropoli and seconded by Terri McKeever, the board, with all present being in favor, **voted to adjourn at 7:41 PM**

Respectfully submitted
Melissa Banzaca, Secretary