

**Minutes
Regular Meeting of
The Northvale Library Board of Trustees
Wednesday August 23rd, 2023
6:30 PM**

CALL THE MEETING TO ORDER –

STATEMENT -

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

STATEMENT -

Vice President McKeever 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

Vice President McKeever 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 McGuire/ Councilman Tom Argiro	X X		
Ms. McKeever	X		

Also in attendance: Director Magielnicki & Kathy Brunet

APPROVAL OF MINUTES

Resolved to approve the minutes from the July 26th 2023, regular board meeting.

The minutes were 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 McGuire Mr. Argiro		X			
Ms. McKeever	Second	X			

GENERAL DISCUSSION –

The board and Director Magielnicki discussed the last open pieces of the renovation project. Director Magielnicki has a list of small items to finish. She requested that the DPW get sent a reminder to assist in moving furniture back to its final location. This involved taking apart a desk and reassembling. Also needed are air conditioner reinstallation and card catalog moved.

DIRECTORS REPORT -

Administrative:

- Library Cards: 2,145 patrons registered as of August 1, 2023. 16 new library cards since July's report.

Building:

- The building construction has passed all inspections. Just waiting on the contractors to come back and finish all the small work. We can move everything back into the office and the programming room can be used.
- We are waiting for the DPW to find time in their schedule to help us move furniture and bookcases.
- Jim Honey, May Kwon, Michele Albanese, and myself sat down and picked out some photos for the main hallway.
- Spoke with Julia, in the Building Department, and received copies of the Certificate of Approval for the completed construction work, and a list of our inspection history.

BCCLS:

- Attended a Member Services Meeting. We are discussing the next topics to use for our monthly meet-ups.
- Completed and submitted the BCCLS Salary Survey.

Summer Reading:

- Children's end of summer reading party was Thursday, August 16. We had 40 people registered. The Friends are sponsoring our pizza party. We will also have yard games for the children to play before we raffle off the prizes.
- Adults: 25 people registered this year and 14 people returned their lists. 2 people won a small basket of gifts for participating.
- The State Report for Summer Reading Statistics is due at the beginning of September. I will work on that with Emily and submit it.

Northvale School:

- Emily and I will be attending the Back to School Nights on September 14th and 28th. We will have a table with library information and to register people for library cards.
- Tina Lanciotti has contacted Biscotte Yarn and they will host a knitting class here. People will be making fingerless gloves. 12 people will be able to participate.

Training:

- I went to a webinar on policies for displays and programming. I have compiled some examples so that we can create our own policies.
- I am planning on holding a staff meeting sometime next month to go over the active shooter training that I took and to see if there is anything that they would like to discuss with myself or the group.

July Program Highlights

- Kids Craft Hour: 64
- Toddler Time: 80
- Korean Book Club: 5
- Afternoon Book Club: 5
- Adult Arts & Crafts: 0
- Teen Board Game Night: 0
- Painting with Kari: 11
- Ms. Nita: 124

Upcoming Programs/Ideas

- Juvenile: Crafts: Every Wednesday
- Juvenile: Toddler Time: Every Monday
- Juvenile: Preschool Story Time: Every Thursday
- Juvenile: Story Time: Every Tuesday
- Juvenile: Teen Board Game Night: Every Thursday
- Adult: Korean Book Club
- Adult: Afternoon Book Club
- Adult: Evening Book Club
- Adult: Canvas Painting with Kari (Senior Center)
- Adult: ESL class
- Adult: Arts & Crafts
- Adult: Trivia Night

- Adult: Hip Hop Dance Class

Friends of the Library Report

Kathy shared the BCCLS Friends group will hold a brunch on 10/16 featuring 2 authors.

Ongoing fundraisers with Sue the Birthday Fairy and 2 week fundraiser with Pampered Chef are happening.

The Growler & Gill fundraiser is scheduled for 12/3.

Treasurer’s Report

In summary: Wages, Salaries, etc. are 4% under Budget (with pension contribution); Expenses are under Budget by 7% ; overall we are 5% under budget.

The Northvale Library Bank Balances as of the end of July are as follows:

Northvale Library Expense account: \$72,876.51 (Net with uncleared checks)

Northvale Library Capital Expense account: \$285,202.68

Below is a breakdown of planned Capital Expense account spending:

The New Renovation Sum (including CO 8 adjustment -\$5000) is \$247,620.05

Balance of Capital account is \$37,582.63

Payment of \$222,858.04 to J.R. Contracting for Renovation Due upon Board approval -- Balance \$24,762.01 pending completion of punch list

Lastly, the Q3 Boro Contribution (\$27,500) is pending.

ROLL CALL VOTES-

Resolved to approve the regular claims list for August in the amount of \$5,927.04:

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				X	
Ms. Nicolich				X	
Ms. Staropoli				X	
Mayor McGuire		X			
Mr. Argiro					
Ms. McKeever	Motion	X			

Resolved to approve the capital account claims list for August in the amount of \$222,858.04.
 The resolution was adopted on a roll call vote as follows:

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

HEARING OF THE PUBLIC –

The meeting was opened to the public at 7:22 PM. With no one addressing the board the meeting was closed to the public at 7:22 PM

ADJOURNMENT

On motion made by Terri McKeever and seconded by Melissa Banzaca, the board, with all present being in favor, **voted to adjourn at 7:22 PM.**

Respectfully submitted

Melissa Banzaca, Secretary