

**MINUTES**  
**Regular Meeting of**  
**The Northvale Library Board of Trustees**  
**Wednesday, March 23, 2016**  
**6:30 PM**

**CALL THE MEETING TO ORDER –**

President Porschen called the meeting to order at 6:31 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 Porschen 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 School librarian Ms. Nicolich	X	X
Ms. Staropoli	X	
Mayor Piehler/ Council woman Toni Macchio	X X	
Mr. Porschen	X	

Also in attendance was Director O’Keefe and Library Associate Emily Ann Pepe

\*Mr. DeLisio was present at 6:36

## APPROVAL OF MINUTES

Resolved to approve the minutes from the February 24, 2016 regular board meeting

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

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Mr. DeLisio				X	
Mr. Devlin				X	
Mr. Honey		X			
Mr. Pinajian				X	
Ms. Nicolich		X			
Ms. Staropoli		X			
Mayor Piehler		X			
Mr. Porschen		X			

## GENERAL DISCUSSION –

Audit - Mr. DeLisio has gotten in contact with Steve Wilcox about the annual audit. Mr. DeLisio will give all of the information to Ellen and she will follow up with Steve Wilcox for the annual audit.

Trustees' Training hours. Director O'Keefe will notify the board when a workshop becomes available. Some of the board members were interested in the webinars.

The Northvale Library Gazette through constant contact via email will go out once a week. You can sign up for it on the library website.

## Director's Report

Circulation Desk installation: desk now scheduled for the end of April.

Staff meeting held on Wednesday, March 16. 7 out of 8 employees attended.

The Library's Mission Statement is now posted on our website.

Library Cards: we now have 1,097 patrons registered as of Wednesday, March 16, 2016

State Report was filed on March 15. This fulfills our requirement to receive State Aid

Telephone system: installation is scheduled for last week of March

Upcoming Meetings

- BCCLS Friends Committee @ Northvale, Monday, March 21, Ellen
- BCCLS System Council, Tuesday, March 22, Ellen
- NJLA Small Libraries Section, Tuesday, March 29, Ellen

## Friends of the Library Report (Kathy Brunet)

The Friends provided lunch for the staff on April 12<sup>th</sup>. They will have another wine tasting on May 5<sup>th</sup>. They booked St. Anthony's for a book sale. You can drop off books May 31<sup>st</sup> through June 2<sup>nd</sup>. It will be open June 3,4 and 5. There will be a preview night for Friends members only on June 2<sup>nd</sup>.

The Board thanked the Friends of the Library for their donations of baked goods in celebration of the "week of Library Board of Trustees"

### ROLL CALL VOTES

Resolved to approve the claims list for the month of March in the amount of \$2,103.32

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

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Mr. DeLisio	second	x			
Mr. Devlin				x	
Mr. Honey		x			
Ms. Nicolich		x			
Ms. Staropoli	motion	x			
Mayor Piehler		x			
Mr. Porschen		x			

Resolved to approve the reimbursement for \$128.80 for supplies, mileage and tolls (director's training) to Director O'Keefe

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

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Mr. DeLisio	second	x			
Mr. Devlin				x	
Mr. Honey		x			
Ms. Nicolich		x			
Ms. Staropoli		x			
Mayor Piehler		x			
Mr. Porschen	motion	x			

Resolved to approve a petty cash replenishment of \$50

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

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Mr. DeLisio	motion	x			
Mr. Devlin				x	
Mr. Honey		x			
Ms. Nicolich		x			
Ms. Staropoli		x			
Mayor Piehler		x			
Mr. Porschen	second	x			

Resolved to approve the Reconfiguration of the non-fiction room to create a programming area

- Move one bookshelf from non-fiction into children's: more fiction shelving is needed there
- Re-stack the remaining bookshelves: this will create more floor space
- Move the existing non-fiction table into staff room and swap out with existing oval table
- Purchase two new rectangular tables that have wheels (they can be locked down) and can be folded flat; this allows for mobility on a program day
- New chairs-for tables (current ones are unsafe)
- Purchase inexpensive privacy blinders that will screen off the Macs on program day
- Area carpet to roll out for audience seating on program day

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

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Mr. DeLisio	second	x			
Mr. Devlin				x	
Mr. Honey		x			
Ms. Nicolich		x			
Ms. Staropoli		x			
Mayor Piehler		x			
Mr. Porschen	motion	x			

Resolved to approve the authorization of Lou DeLisio and Tina Staropoli to sign checks for the Northvale Public Library along with James Honey and Ed Devlin

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

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Mr. DeLisio		x			
Mr. Devlin				x	
Mr. Honey		x			
Ms. Nicolich		x			
Ms. Staropoli	motion	x			
Mayor Piehler		x			
Mr. Porschen	second	x			

## HEARING OF THE PUBLIC –

President Porschen opened the meeting to the public at 7:12 PM

**Ms. Kathy Brunet – 417 Crest Drive** – suggested that we may want to have a fire truck come to the library for a special program.

With no one else addressing the board and President Porschen declared the public comment portion of the meeting closed at 7:15 pm

On motion made by President Porschen and seconded by Mr. DeLisio, the board, with all present being in favor, **voted to adjourn at 7:16 PM**

Mr. DeLisio made a motion to re open the meeting, President Porschen seconded it and all of the board members approved the reopening of the meeting for one more roll call vote at 7:22

Resolved to approve adding the TSS bill for \$725.00 to the March Claims list

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	motion	x			
Ms. Nicolich		x			
Ms. Staropoli		x			
Mayor Piehler		x			
Mr. Porschen	second	x			

**ADJOURNMENT –**

On motion made by President Porschen and seconded by Ms. Staropoli, the board, with all present being in favor, **voted to adjourn at 7:23 PM**

Respectfully submitted

Tina Staropoli, Secretary