

**Minutes
Regular Meeting of
The Northvale Library Board of Trustees
Wednesday September 27th, 2023
6:30 PM**

CALL THE MEETING TO ORDER –

STATEMENT -

Vice President McKeever called the meeting to order at 6:30 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		
Ms. McKeever	X		

Also in attendance: Director Magielnicki & Kathy Brunet

APPROVAL OF MINUTES

Resolved to approve the minutes from the August 23rd 2023, 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		X			
Mayor McGuire	Second	X			
Mr. Argiro					
Ms. McKeever	Motion	X			

GENERAL DISCUSSION –

DIRECTORS REPORT -

Friday will be the walk through to close out the renovation project. The contractor is supposed to come Thursday and fix some flooring. Data/Phone cables need to be labelled but Director Magielnicki is getting resistance from the electrician to complete this specific task.

Administrative:

- Library Cards: **2,171** patrons registered as of September 1, 2023. **26** new library cards since August's report.
- Received the completed audit packet from Wielkocz & Company.

Building:

- Construction has been completed. We are just waiting on the contractors to come back and fix the floor and label the wiring.
- Still waiting for the Children's Desk to be completed.
- We had a really rainy day and the countertop in the programming room had a puddle in front of the air conditioner.
- I want to thank the DPW for all their hard work with moving all of our furniture back in its place. I would like to provide them with lunch for all of their help.

BCCLS:

- Attended a Member Services Meeting. I will be presenting on Author Events at our next virtual meet-up in November.
- Next system council meeting is Thursday, September 28th, 2023.

Northvale School:

- Emily and I will be attending the Back to School Nights in September. I went on the 14th and Emily is going on the 28th. We will have a table with library information and to register people for library cards.

August Program Highlights

- Kids Craft Hour: 88
- Toddler Time: 55
- Korean Book Club: 3
- Afternoon Book Club: 3
- Adult Arts & Crafts: 4
- Teen Board Game Night: 0
- Painting with Kari: 9
- Ms. Nita: 58
- Summer Reading Pizza Party: 39
- Trivia Night for Adults: 14

Upcoming Programs/Ideas

- Juvenile: Crafts
- Juvenile: Toddler Time
- Juvenile: Preschool Story Time
- Juvenile: Story Time
- Juvenile: Teen Board Game Night
- Juvenile: Halloween Party
- Juvenile: Book Club
- Adult: Korean Book Club
- Adult: Afternoon Book Club
- Adult: Evening Book Club
- Adult: Canvas Painting with Kari
- Adult: ESL class
- Adult: Arts & Crafts
- Adult: Trivia Night
- Adult: Hip Hop Dance Class
- Adult: Horror Author Event
- Adult: Shoprite Dietitian
- Family: Knitting Class
- Family: Eclipse Glasses
- Family: NJ Makers Day

Friends of the Library Report

The pampered chef fundraiser brought in \$287.

The friends are working to have a smart board installed for the programming room.

There were concerns brought up by patrons that the holes in the brick wall of the programming room should be patched. Other concerns from the community that need to be followed up on are if a defibrillator is required by the state in a library, no handicap space in front of the library, and requests to replace the old POW flags, clean up weeds by the drop box and find extra ceiling tiles to use as replacement in the library.

Treasurer's Report

Attached below for your review is the Budget vs. Actual Report for September 2023.

In summary: we are 4% under budget -- Wages, Salaries, etc. are at Budget (with pension contribution); Expenses are under review .

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

Northvale Library Expense account: \$67,046.82 (Net with uncleared checks) not including Q3 Boro contribution

Northvale Library Capital Expense account: \$62,344.64

Notes for agenda /review:

*The Final Renovation Sum for construction (including CO 8 adjustment -\$5000) is \$247,620.05

*Invoice for \$222,858.04 for the Renovation was approved and paid in August to J.R.

Contracting

*Balance of \$24,762.01 for the Renovation is pending completion of punch list (label wiring)

*Q3 Boro Contribution (\$27,500) was received on Sept 14th (need further clarification on processing)

*Three sample Canvas Photos for entrance hallway have been received --

*estimated cost for 15 canvas photos approx \$800 --payment options to be reviewed and approved

ROLL CALL VOTES-

Resolved to approve the regular claims list for September in the amount of \$4,157.17:

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 McGuire		X			
Mr. Argiro					
Ms. McKeever	Motion	X			

Resolved to approve the photo choices and photo payment charging up to \$800 for reimbursement for the Library entrance hallway:

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

Resolved to approve going into executive session at 7:32:

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

The library board came out of closed session at 7:46.

Resolved to approve a pay increase of 3% to Emily Sposa retroactive to July 5th 2023:

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 McGuire		X			
Mr. Argiro					
Ms. McKeever	Motion	X			

HEARING OF THE PUBLIC –

The meeting was opened to the public at 7:48 PM. With no one addressing the board the meeting was closed to the public at 7:48 PM

ADJOURNMENT

On motion made by Tina Staripoli and seconded by Terri McKeever, the board, with all present being in favor, **voted to adjourn at 7:48 PM.**

Respectfully submitted

Melissa Banzaca, Secretary