

**Minutes
Regular Meeting of
The Northvale Library Board of Trustees
Wednesday, September 26, 2018
6:30 PM**

CALL THE MEETING TO ORDER –

President Porschen called the meeting to order at 6:32 PM in the Northvale Public Library located at 116 Paris Avenue, Northvale, New Jersey 07647.

STATEMENT -

President Porschen 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 Porschen asked all in attendance to rise and join him in a Salute to the Flag.

ROLL CALL –

Name	Present	Absent
Ms. Banzaca		x
Mr. Devlin		x
Mr. Honey	x	
Mr. Pinajian School librarian Ms. Nicolich	x	x
Ms. Staropoli	x	
Mayor Piehler/ Councilman Tom Argiro	x	x
Mr. Porschen	x	

Also in attendance Acting Director Emily Pepe

APPROVAL OF MINUTES

Resolved to approve the minutes from the August 22, 2018 regular board meeting which includes the budget.

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

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

Resolved to approve the minutes from the September 19, 2018 special board meeting.

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

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

GENERAL DISCUSSION –

The board discussed the past special meeting on the strategic plan and the possibility of sending out a community survey to get ideas from the public.

Ms. Staropoli discussed how the personnel committee is still searching for the right candidate for the position of director. Interviewing will continue.

Director's Report

Personnel

- Applications for the position of Library Director are still being accepted by the Personnel Committee.
- One of our library assistants has submitted her resignation. Her last day [Saturday] will be September 29.
- An ad has been placed on BCCLS wanted ads for a new part-time library assistant on 9/11/2018. Emily is receiving resumes and conducting interviews.

Programming: August

Program Attendance Summary				
Event/Program	Children	Teens	Adults	Total
Reading Buddies	1	1	1	3
Dungeons & Dragons	2	1	0	3
DIY: Cricut	0	2	6	8
STEM Robotics	3	5	4	12
Read to a Dog	2	0	2	4
Gaming Tournament	3	3	2	8
Reading Buddies	2	1	2	5
Hawaiian Craft	5	1	3	9
Story Time	1	0	1	2
Snap Circuits	5	3	8	16
Zumba	0	0	5	5
Kids' Dance Workshop	5	1	4	10
End of Summer Celebration	5	2	7	14
World Language Story Time	1	0	1	2
Dungeons & Dragons	3	2	2	7
Canvas Painting	0	0	6	6
Scratch Programming	3	0	3	6
Read to a Dog	3	0	3	6
Gaming Tournament	6	8	5	19
Clay Crafting Class	12	0	7	19
DIY Animal magnets	10	0	5	15
DIY Turtle Weave	10	0	5	15
3D Printing	1	1	2	4

Ice Cream Mosaic	3	2	4	9
Summer Movie	2	0	2	4
DIY Corner Book Marks	5	1	5	11
Drawing Workshop	4	0	2	6
Gaming Tournament	5	6	3	14
TOTALS	102	40	100	242

Administrative

- Library Cards: 1,555 patrons registered as of September 20, 2018. 18 new cards since the August report.
- Proposed holiday closings for 2019 [attached]. Please note that I have recommended to remove “Lincoln’s Birthday” and replace it with the day after Thanksgiving.

Staff Development

- Staff met for a meeting on September 10th.
- Emily will be attending Back to School Night (Gr. 4-8) on Sept. 20 @ 7 PM
- May will be attending Back to School Night (Gr. K-3) on Sept. 27 @ 7 PM

BCCLS

- BCCLS Delivery Task Force (DTF) has been tasked with finding new alternatives for a delivery service for BCCLS. It is projected that Library Link NJ will no longer be in service by June 2019.
- DTF, however, is strongly recommending to install their own, in-house delivery system at an approximate cost of \$9,000 per year (to be billed quarterly).
- I strongly agree that an in-house delivery system will be the most cost effective, long-term, for our library and BCCLS as a whole. The ideas and costs will be introduced at System Council on Sept. 27th.

Building and Grounds

- DPW fixed the children’s room air conditioner.
- Still awaiting DPW to fix the Book Drop & light in children’s room closet.

Programming

- Summer Reading went very well! Our numbers showed great improvement from prior years. [see info graphic]. Emily & the Library staff are very proud of these statistics.
- Our overall program attendance increased from 600 to 1,036, 73% growth. The number of books read increased from 345 to 1,191, over 240% growth. Our registration numbers also showed an increase from 102 to 140 [number reflects registrations for children, teens and adults], a 37% increase.

Strategic Planning

- The Strategic Planning Committee will continue to meet with and focus on capital improvements.
- The committee met on, August 28th with architect Roy Sokolowski, and discussed,

Roy's proposal. It was decided by the committee that the board should view his proposal and listen to a brief presentation of phases and work needed.

- We have \$150,000 that needs to be added to a Capital Fund and spent and/or earmarked to be spent by 2022.

Treasurer's Report

See attached budget

We are 2% under budget as of this date.

ROLL CALL VOTES –

Resolved to approve the claims list for the month of September in the amount of \$2,755.23

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

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

Resolved to approve the replenishment of the petty cash for \$75

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

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

Resolved to approve the hiring of ALSA architecture LLC, Roy Sokoloski, AIA, President and the fee for Basic Services in Phase 1 charged as a fixed lump sum of \$5,500.

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

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

Resolved to approve the new Proposed holiday closings for 2019 to remove “Lincoln’s Birthday” and replace it with the day after Thanksgiving.

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

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

Resolved to approve the hiring of a library assistant for 8-15 hours at a rate of \$14 per hour.

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

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

HEARING OF THE PUBLIC –

President Porschen opened the meeting to the public at 7:39 PM

With no one addressing the board, President Porschen declared the public comment portion of the meeting closed.

ADJOURNMENT

On motion made by Ms. Staropoli and seconded by President Porschen, the board, with all present being in favor, **voted to adjourn at 7:47 PM**

Respectfully submitted

Tina Staropoli, Secretary