

MINUTES
Regular Meeting of
the Northvale Library Board of Trustees
Wednesday, March 25, 2015

CALL THE MEETING TO ORDER –

President Porschen called the meeting to order at 6:36 PM in the conference room on the 2nd floor of the borough hall 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 – SILENT PRAYER –

President Porschen asked all in attendance to rise and join him in a Salute to the Flag and then called for a moment of Silent Prayer.

ROLL CALL –

The following trustees were present.

Name	Present	Absent
Mayor Piehler	X	
Mr. Pinajian	X	
Ms. Staropoli	X	
Mr. Devlin	X	
Mr. DeLisio	X	
Mr. Porschen	X	
Mr. Honey	X	

Also in attendance were Library Director Ellen O’Keefe and Library Counsel Michael A. Cerone.

APPROVAL OF MINUTES –

Minutes of the regular meeting of February 11, 2015 were approved on roll call vote as follows.

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

Mr. Honey		X			
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Minutes of the special meeting of March 11, 2015 were approved on roll call vote as follows.

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

GENERAL DISCUSSION –

Introduced Michael A. Cerone, Jr. -Attorney

Introduced Ellen O’Keefe – who gave an update on the organization of the library. She attended a system council on Thursday, March 19th where she was introduced to the new Director of BCCLS, Marie Coughlin. She discussed some of the interviewing and potential staff for the opening of the library. To reopen, she said we need to link all of the existing library materials which is estimated to be about 30,000 items. It could take a month to link everything. BCCLS doesn’t want us to “Go Live” until approximately 2/3 of our collection is linked. She also discussed possible library cards and vendors.

The director is also going to contact BCCLS and obtain a domain for our future website.

The attorney discussed the process of purchase orders. The director can order through the borough under a sub account. When it gets billed to the borough, they will send us the bill. The director will contact the finance dept.

The director was invited to attend the budget meeting for the town on Monday night.

The library may need to hire a handyman to do small jobs. The maximum amount would be \$2625 per job.

Judith Helman, the director of Harrington Park Library spoke. They have a similar size library with similar funding. Their town does the payroll and cuts them a check for anything left over. They have eleven employees in total. Besides the director, they have one other fulltime librarian. Their full time librarian works 28 hours a week and receives health benefits. They have a book keeper that works 12.5 hours at \$18 per hour. They usually have two staff members plus the director at all times. She handed out a copy of their budget. She shared that once a month they do a nice craft project which costs about \$200.

Mr. Devlin had gotten two bids for an electrician and stated that we should be able to get the electric done by the weekend.

Acknowledgements: Thanks to

- Mr. Pete Sotiropoulos for helping us plan for the moving of the bookshelves**
- The Northvale Boy Scouts for helping us move the bookshelves and the books**
- The Friends of the Library for helping us clean out the non-fiction room**
- Miele for donating a dumpster**

Alex Brands toy company for donating office furniture including three desks, cabinets, room dividers, file cabinet, book shelves

Director O’Keefe recommended that the Library be open the following hours

Mon 10-6
Tues 10-8
Wed 10-6
Thurs 10-8
Fri 10-5
Sat 10-1
Total 45 hours

Resolved that the Library’s hours of operation be as follows:

Mon 10-6
Tues 10-8
Wed 10-6
Thurs 10-8
Fri 10-5
Sat 10-1
Total 45 hours

The resolution was adopted on roll call vote as follows:

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

Resolved that the Library will be closed on the following holidays:

Memorial Day, Mon, May 25, 2015
July 3rd and July 4th
Labor Day, Mon Sept 7, 2015
Thanksgiving day, early closing on Wed 1:00 (11/25), closed on Thursday (11/26)
Christmas Eve
Christmas Day
New Years Eve

New Years Day
Presidents Day
Good Friday

The resolution was adopted on roll call vote as follows:

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

Resolved to order 2500 short pak (card and keytag) library cards from Vanguard at a cost of \$1125 with the director and personnel committee authorized to choose a picture.

The resolution was adopted on roll call vote as follows:

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

Resolved that the Director is authorized to hire K&N electric to do electric work required for installation of BCCLS computers at a cost of \$2100

The resolution was adopted on roll call vote as follows:

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

The board, upon the following roll call vote, resolved to go into executive session at 7:51 pm to discuss personnel issues

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

The board resumed the public meeting at 8:21 pm with the same trustees present. No action was taken by the board in executive session.

HEARING OF THE PUBLIC –

President Porschen opened the meeting to the public at 8:21 PM

Public Comment

No one addressed the board and President Porschen declared the public comment portion of the meeting closed.–

Resolved to hire Marisa Ann Hall as full time YOUTH SERVICES LIBRARIAN at an annual salary of \$38,000 plus benefits with her salary to be increased to \$40,000 upon her completion of her NJPL certification.

The resolution was adopted on roll call vote as follows:

ame	ACTION	YES	NO	ABSENT	ABSTAIN
Mayor Piehler		X			
Mr. Pinajian		X			
Ms. Staropoli	second	X			
Mr. Devlin		X			
Mr. DeLisio		X			
Mr. Porschen	motion	X			
Mr. Honey		X			

Resolved that the director is authorized to hire professional linkers, with a budget not to exceed \$11,000 to link the existing material and any new material necessary to open the library.

The resolution was adopted on roll call vote as follows:

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

Resolved that the director and the personnel committee are authorized to hire additional part time help up to a total of 45 part time hours at an hourly rate not to exceed \$14.00

The resolution was adopted on roll call vote as follows:

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

On motion made by Mr. Porschen and seconded by Mr. DeLisio, the board, with all present being in favor, voted to adjourn at **9:03 PM**

Motion	Second	Name
		Mayor Piehler
		Mr. Pinajian
		Ms. Staropoli
		Mr. Devlin
	x	Mr. DeLisio
x		Mr. Porschen
		Mr. Honey

Respectfully submitted

Tina Staropoli, Secretary