

**Minutes  
Regular Meeting of  
The Northvale Library Board of Trustees  
Wednesday January 25, 2017  
6:30 PM**

**CALL THE MEETING TO ORDER –**

President Porschen called the meeting to order at 6:30 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>
Ms. Banzaca	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

**OATH OF ALLEGIANCE-**

Mayor Piehler read the Oath of Allegiance with Melissa Banzaca and she was sworn in to a five year term expiring on 12/31/21.

**APPROVAL OF MINUTES**

Resolved to approve the minutes from the December 28, 2016 regular 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				X	
Ms. Nicolich		X			
Ms. Staropoli	second	X			
Mayor Piehler		X			
Ms. Macchio				X	
Mr. Porschen	motion	X			

**GENERAL DISCUSSION –**

The board discussed the new format of the town calendar and will be able to submit additional information for next year’s calendar.

The board will look into buying a new flag for the room.

The board held a discussion on sending out a survey to all Northvale residents to get feedback on the future of the library including programs and collection.

**Director’s Report**

Administrative

- Library Cards: we have 1,300 patrons registered as of today, January 20, 2017. 12 new cards since the last report.
- Strategic Planning: we discussed a sample questionnaire. We may do a mailing, put it on the website, place in library, maybe a live link on the form.
- State Report: compiling all the statistical and financial data required for the March 15, 2017 filing deadline.

Facility

- Outdoor sign: meeting with Mike Sartori, Construction Code Official, on Monday, January 23, to discuss requirements. The board discussed purchasing an electric sign to put on the front lawn. We will begin looking into it.

Programming

- ESL class-8-10 regular attendees
- Beginner’s Chinese class-5 students with a waitlist

- December, 2016 Program Attendance Adults: Holiday Cookie Swap-9 Children's: will provide at meeting Upcoming meetings/workshops:
- Ellen-BCCLS Friends Committee, Wednesday, February 1, BCCLS office

### Treasurer's Report

The board discussed the budget for 2017. It should be finalized by next month.

### ROLL CALL VOTES –

Resolved to approve the claims list for the month of January in the amount of \$14,148.25. This includes 50% of the BCCLS fees and the full Korean Language subscription.

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

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

Resolved to approve the reimbursement for Emily Pepe in the amount of \$37.81 for library supplies.

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

Resolved to approve up to 5 additional hours to clean the library and a pay increase for Lut Maclid to \$12.00 per hour.

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>
Ms. Banzaca		x			
Mr. Devlin				x	
Mr. Honey	motion	x			
Mr. Pinajian				x	
Ms. Nicolich		x			
Ms. Staropoli		x			
Mayor Piehler		x			
Ms. Macchio				x	
Mr. Porschen	second	x			

Resolved to approve the offices and the committees of the Northvale Library Board for 2017 as follows:

Reappointment of Officers:

President- Mr. Porschen

Vice President- Mr. Devlin

Secretary- Ms. Staropoli

Treasurer- Mr. Honey

Reappointment of Committees

Personnel Committee- Mayor Piehler, Ms. Staropoli, Mr. Pinajian

Operations Committee- Ms. Banzaca, Mr. Porschen, Ms. Staropoli

Facility Committee- Mr. Devlin, Ms. Banzaca

Budget and Finance Committee- Mr. Honey, Mayor Piehler

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>
Ms. Banzaca		x			
Mr. Devlin				x	
Mr. Honey		x			
Mr. Pinajian				x	
Ms. Nicolich		x			
Ms. Staropoli	motion	x			
Mayor Piehler		x			
Ms. Macchio				x	
Mr. Porschen	second	x			

## **HEARING OF THE PUBLIC –**

President Porschen opened the meeting to the public at 7:37 PM

### **Public Comment**

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

## **ADJOURNMENT**

On motion made by Ms. Staropoli and seconded by Ms. Banzaca, the board, with all present being in favor, **voted to adjourn at 7:38 PM**

Respectfully submitted

Tina Staropoli, Secretary