

**Minutes  
Regular Meeting of  
The Northvale Library Board of Trustees  
Wednesday, March 24, 2021  
6:30 PM**

**CALL THE MEETING TO ORDER –**

**STATEMENT -**

President Staropoli called the meeting to order at 6:33 PM. The meeting was held entirely through the Zoom app so board members and members of the public could attend remotely.

**STATEMENT -**

President Staropoli 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 Staropoli asked all in attendance to rise and join her in a Salute to the Flag.

**ROLL CALL –**

<b>Name</b>	<b>Present</b>	<b>Absent</b>	
Ms. Banzaca	X		Via Zoom
Ms. Lucas		X	Via Zoom
Mr. Honey	X		Via Zoom
Mr. Pinajian		X	
School librarian Ms. Nicolich		X	Via Zoom
Ms. Staropoli	X		Via Zoom
Mayor Marana/ Councilman Tom Argiro	X		Via Zoom
Ms. McKeever	X		Via Zoom

Also in attendance Emily Pepe via Zoom.

## APPROVAL OF MINUTES

Resolved to approve the minutes from the February 24, 2021 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	Motion	X			
Mayor Marana Mr. Argiro	Second	X			
Ms. McKeever		X			

## GENERAL DISCUSSION –

The group discussed ideas and options for using outdoor space during nice weather to allow patrons to social distance as places continue to open up from the pandemic. Items to consider are if a tent is allowed, wifi hot spot access for digital media, etc.

## DIRECTORS REPORT-

Program highlights and upcoming

- NJ Maker's Day kits were created for various age groups up to high school students. We created 25 kits for each age group. They were received well by the community - 50 kits were created and given out!
- Cookie Decorating Kits - 50 kits were created and given out!
- February Crafts Kits: 80 kits
- Storytime: 88 views
- February Music with Miss Nita - 75 views
- February Magical Melodies - 485 views
- Weekly ESL Conversation class for Adults on Zoom: 7-10 adults per week.
- January Canvas Painting for Adults on Zoom with Kari: 20 adults
- April 4-10, 2021 is National Library Week - we are planning a week of passive programs for the community to highlight all the services we offer - a press release will be sent out on March 29th.

Administrative

- Library Cards: 1833 patrons registered as of March 19, 2021. 0 new library cards since February's report.
  - Charlie's first day is Monday, March 22nd.
  - We received our quarterly \$25,000 payment from the Borough on March 12th.
  - The State Report was completed and sent on March 12th & sent to the BCCLS office via delivery on March 15th.
  - Grant Opportunity #1: Cares Act Mini-Grants for Public Libraries (attached)
  - Grant Opportunity #2: NJ State Library Construction Bond Act (attached)
  - The library would like to ask Mayor Marana if he could make a proclamation for National Library Week, 2021 (sample attached).
  - Proposed to create a category on Quickbooks called Capital Expense with two subcategories called Construction and Project Management.
- Strategic Plan

- Strategic Planning Committee met on Thursday, 2/25 via zoom. This meeting was to discuss the library's strategic plan and create one that uses updated community statistics and updated library goals.
- Each member will come up with 4-5 questions that will be used to create a patron survey that will be shared via Google Form on our website.
- Committee also discussed creating focus groups to access more information from community members that will influence our final Strategic Plan.
- Committee will meet next in mid to late April.
- Emily has begun the writing process for the 2022 - 2025 Strategic Plan.

#### Building

- Dennis from DPW visited us to fix the automatic hinge on the bathroom door.
- Our outdoor book drop is getting very difficult to open and lock properly. Proposed to purchase a new, similar model - information attached.

#### Personnel

- Proposed to hire Charlie Leppert as the Youth Services Library Associate.

#### BCCLS

- BCCLS 72 hours quarantine of book drop returns and BCCLS deliveries remains the standard procedure for all BCCLS libraries.
- Emily attended BCCLS System Council on Thursday, March 18 from 10 AM - 1 PM

#### Upcoming Meetings/Workshops

- Emily has mandatory Risk Management Training on April 12th from 9:00-11:00 AM

#### Upcoming Programs

- Emily and Charlie have been working together to bring our programming outdoors for the late spring and summer. We plan to host a majority of our Summer Reading programs in our front outdoor space. We are both working to enable safety precautions and figuring out the social distancing.

### **FRIENDS OF THE LIBRARY REPORT –**

The books for babies order has come in. 25 each of English and Spanish. They are looking into creative bug through Hoopla. This service allows adults to take online creative classes.

### **TREASURER'S REPORT-**

We are running 9 % under budget through March --

Northvale Library Expense account: \$116,170.31 (1st quarter contribution of \$25k deposited to the account in March ) --approx current balance \$141k

Northvale Library Capital Expense account \$91,907.70

**Note:** Borough contribution for the balance of 2019 & 2020 no date to remit

**ROLL CALL VOTES-**

Resolved to approve the claims list for February in the amount of \$4,563.65:

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			
Ms. Lucas				X	
Mr. Honey	Second	X			
Mr. Pinajian Ms. Nicolich				X	
Ms. Staropoli	Motion	X			
Mayor Marana Mr. Argiro		X			
Ms. McKeever		X			

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

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	Motion	X			
Ms. Lucas				X	
Mr. Honey		X			
Mr. Pinajian Ms. Nicolich				x	
Ms. Staropoli		X			
Mayor Marana Mr. Argiro		X			
Ms. McKeever	Second	X			

Resolved to approve the purchase of a new outdoor book drop container in the amount of \$4,547.95:

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			
Ms. Lucas				X	
Mr. Honey		X			
Mr. Pinajian Ms. Nicolich				x	
Ms. Staropoli	Motion	X			
Mayor Marana Mr. Argiro		X			
Ms. McKeever	Second	X			

Resolved to approve the hiring of Charlie Leppert for up to 26hrs a week at \$18/hr.  
 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	Motion	X			
Ms. Lucas				X	
Mr. Honey		X			
Mr. Pinajian Ms. Nicolich				X	
Ms. Staropoli	Second	X			
Mayor Marana Mr. Argiro		X			
Ms. McKeever		X			

Resolved to approve allowing permission to apply for the Cares Act Grant on behalf of the  
 Northvale Library.  
 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			
Ms. Lucas				X	
Mr. Honey		X			
Mr. Pinajian Ms. Nicolich				X	
Ms. Staropoli	Second	X			
Mayor Marana Mr. Argiro	Motion	X			
Ms. McKeever		X			

Resolved to approve allowing permission to apply for the NJ Bond Act Grant on behalf of the  
 Northvale Library.  
 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	Motion	X			
Ms. Lucas				X	
Mr. Honey	Second	X			
Mr. Pinajian Ms. Nicolich				X	
Ms. Staropoli		X			
Mayor Marana Mr. Argiro		X			
Ms. McKeever		X			

Resolved to approve transferring \$50,000 from the operating account to the capital account:  
 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			
Ms. Lucas				X	
Mr. Honey	Second	X			
Mr. Pinajian Ms. Nicolich				X	
Ms. Staropoli	Motion	X			
Mayor Marana Mr. Argiro		X			
Ms. McKeever		X			

**HEARING OF THE PUBLIC –**

The meeting was opened to the public at 7:28PM. With nobody from the public addressing the board the meeting was closed to the public at 7:28 PM.

**ADJOURNMENT**

On motion made by Tina Staropoli and seconded by Mayor Marana, the board, with all present being in favor, **voted to adjourn at 7:29 PM**

Respectfully submitted  
 Melissa Banzaca, Secretary