

**Minutes  
Regular Meeting of  
The Northvale Library Board of Trustees  
Wednesday, June 26, 2019  
6:30 PM**

**CALL THE MEETING TO ORDER –**

**STATEMENT -**

President Staropoli 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 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	
Mr. Kim	X	
Mr. Honey	X	
Mr. Pinajian		X
School librarian Ms. Nicolich		X
Ms. Staropoli	X	
Mayor Marana/	X	
Councilman Tom Argiro	X	
Mr. Porschen		X

Also in attendance was Director Kelemen

## APPROVAL OF MINUTES

Resolved to approve the minutes from the May 2019 regular board meetings.

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

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Ms. Banzaca	Motion	X			
Mr. Kim		X			
Mr. Honey		X			
Mr. Pinajian Ms. Nicolich				x X	
Ms. Staropoli	second	x			
Mayor Marana Mr. Argiro		X			
Mr. Porschen				x	

Resolved to approve the executive minutes from May 2019 meeting.

The minutes were adopted on a roll call vote as follows

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Ms. Banzaca		X			
Mr. Kim		X			
Mr. Honey		X			
Mr. Pinajian Ms. Nicolich				x X	
Ms. Staropoli	Motion	x			
Mayor Marana Mr. Argiro	second	X			
Mr. Porschen				X	

## GENERAL DISCUSSION –

### Director's Report

Progress was made on the NJLA Construction Bond Act. Detailed information will be coming shortly.

### May 2019 Programs:

**36 programs offered to community**

**463 people attended library programs in May 2019**

Program/Event	Date	Children	Teens	Children/ Teens	Adults	Total	Department (Juv, YA, Adult)
Music Together	5/1/2019	9	0	9	9	18	Juv
ESL Conversation Class	5/1/2019	0	0	0	4	4	Adult
3D Printing Class	5/2/2019	5	0	5	3	8	Juv
Magical Melodies	5/3/2019	9	0	9	9	18	Juv
Gaming Tournament	5/3/2019	5	1	6	2	8	YA
Cinco De Mayo Craft	5/3/2019	5	0	5	4	9	Juv

Program/Event	Date	Children	Teens	Children/ Teens	Adults	Total	Department (Juv, YA, Adult)
Firefighter Visit	5/4/2019	10	0	10	12	22	Juv
Northvale Preschool Story Time	5/6/2019	14	0	14	4	18	Juv
Northvale Kindergarten Visit	5/6/2019	53	0	53	5	58	Juv
Chess Club	5/6/2019	4	2	6	4	10	Juv
Story Time	5/7/2019	2	0	2	3	5	Juv
Genealogy	5/7/2019	0	0	0	2	2	Adult
ESL Conversation Class	5/8/2019	0	0	0	3	3	Adult
3D Printing Class	5/9/2019	7	0	7	4	11	Juv
Magical Melodies	5/10/2019	12	0	12	15	27	Juv
Muffins with Mom	5/11/2019	9	0	9	9	18	Juv
Northvale Preschool Story Time	5/13/2019	14	0	14	2	16	Juv
Chess Club	5/13/2019	5	0	5	4	9	Juv
Story Time	5/14/2019	2	0	2	2	4	Juv
Music Together	5/15/2019	6	0	6	6	12	Juv
Magical Melodies	5/17/2019	16	0	0	15	31	Juv
Gaming Tournament	5/17/2019	2	9	11	5	16	YA
Artistically Abled	5/18/2019	6	0	6	3	9	Juv
Northvale Preschool Story Time	5/20/2019	12	0	12	1	13	Juv
Chess Club	5/20/2019	6	0	6	4	10	Juv
Google Instruction	5/20/2019	0	0	0	2	2	Adult
Spring-Time Slime	5/21/2019	6	0	6	5	11	Juv
Adult Book Club	5/21/2019	0	0	0	2	2	Adult
ESL Conversation Class	5/22/2019	0	0	0	3	3	Adult
In-BE-TWEEN Book Club	5/22/2019	6	0	6	2	8	Juv
Canvas( Parent & me)	5/23/2019	10	2	12	11	23	Adult/Juv
3D Printing	5/23/2019	5	0	5	4	9	Juv
Music Together	5/24/2019	6	0	6	5	11	Juv
Health Snacks with Miss Jamie	5/28/2019	8	0	8	5	11	Juv
ESL Conversation Class	5/29/2019	0	0	0	3	3	Adult
3D Printing	5/30/2019	5	0	5	3	8	Juv
Gaming Tournament	5/31/2019	5	5	10	5	13	YA
<b>May 2019</b>	<b>Totals:</b>	<b>264</b>	<b>19</b>		<b>184</b>	<b>463</b>	

### Upcoming Programs

Summer Reading Club (SRC),"A Universe of Stories," generously sponsored by Friends of the Northvale Library has launched! Reading logs, teen volunteers, many unique programs and themed prizes for children, and book bingo and prizes for adults are all in place.

### Administrative

- Library Cards: 1,693 patrons registered as of June 20, 2019. 14 new registrations since the May report.

## Building

- A big thank you to DPW for disassembling bookcases in children's room and moving upstairs to Northvale Preschool and for repairing library's book case in adult fiction section.
- Children's room is refreshed from a recent space reconfiguration and picture book weeding. Local preschools were the recipients of the withdrawn picture books.

## BCCLS

- New BCCLS Delivery service is up and running; early morning delivery starts this week.
- Uniform loan periods on certain items system-wide (introduction of)
- Trending: some libraries in BCCLS have recently introduced "fine free" policies

## Staff Development

- Staff attended New Jersey Library Association (NJLA) conference for two days, May 30-31.
- Staff to attend a System Council meeting on Thursday, June 27<sup>th</sup> in Hasbrouck Heights.

## Strategic Planning Committee

- Architect Roy Sokoloski completion of Phase 1 of preliminary design to improve the library's current space.

## Community

- The Library will participate in Town Day in September

## Friends of the Library Report

The friends have finalized a summer and sip fundraiser for July 26<sup>th</sup> at the American Legion in Northvale. Flyers will be going out shortly.

They are also contacting businesses for the Growler and Gill fundraiser on December 8<sup>th</sup>.

## Treasurer's Report

We are slightly under % to total spent at 46% with \$209,000 in the bank account.

## ROLL CALL VOTES –

Resolved to approve the claims list for the month of May in the amount of \$6,200.90.

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	second	X			
Mr. Kim		X			
Mr. Honey		X			
Mr. Pinajian				x	
Ms. Nicolich				x	
Ms. Staropoli	motion	X			
Mayor Marana		X			
Mr. Argiro					
Mr. Porschen				X	

Resolved to approve petty cash for the month of May in the amount of \$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		X			
Mr. Kim	second	X			
Mr. Honey		X			
Mr. Pinajian				x	
Ms. Nicolich				x	
Ms. Staropoli	Motion	X			
Mayor Marana		X			
Mr. Argiro					
Mr. Porschen				X	

Resolved to approve to go into executive session to discuss personnel.

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. Kim		X			
Mr. Honey	Second	X			
Mr. Pinajian				x	
Ms. Nicolich				x	
Ms. Staropoli		X			
Mayor Marana	Motion	X			
Mr. Argiro					
Mr. Porschen				X	

Board came back into public session at 8:03 p.m. No action was taken.

Resolved to approve the salary increase for bookkeeper/ library assistant to \$18.50 an 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. Kim		X			
Mr. Honey		X			
Mr. Pinajian Ms. Nicolich				x X	
Ms. Staropoli	Motion	x			
Mayor Marana Mr. Argiro	second	X			
Mr. Porschen				X	

Resolved to increase custodial hours up to 9 hours a week.

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			
Mr. Kim		X			
Mr. Honey		X			
Mr. Pinajian Ms. Nicolich				x X	
Ms. Staropoli		x			
Mayor Marana Mr. Argiro	second	X			
Mr. Porschen				x X	

Resolved to approve a payment to Roy Sokoloski up to \$5,500 for Phase 1 of his architectural plans.

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. Kim		X				
Mr. Honey	second	X				
Mr. Pinajian Ms. Nicolich				x X		
Ms. Staropoli		x				
Mayor Marana Mr. Argiro	Motion	X				
Mr. Porschen				X		

## **HEARING OF THE PUBLIC –**

The meeting was opened to the public at 8:15 pm. With no one in the audience the meeting was closed to the public at 8:15.

## **ADJOURNMENT**

On motion made by Mayor Marana and seconded by Tina Staropoli, the board, with all present being in favor, **voted to adjourn at 8:16PM**

Respectfully submitted

Melissa Banzaca, Secretary

## Northvale Municipal Library Budget (2019)

Annual Budget :	%	\$ 329,819.17	Actual Expenses	Avg Per month	Actual	% of Budget
			YTD 6/26/19	Budget	Avg / Month thru 6/26/19	spent thru 6/26/19
Expenses:						
Wages & Salaries (incl SS, Pension, Health, temps)	68%	\$ 224,277.04	\$ 109,000.28	\$ 18,689.75	\$ 18,166.71	49%
Utilities, insurance, building servic	2%	\$ 6,596.38	\$ -	\$ 549.70		
Books / Media & Programs	15%	\$ 49,472.88	\$ -	\$ 4,122.74		
BCCLS	8%	\$ 26,385.53	\$ -	\$ 2,198.79		
Administrative fees (Service fees : Legal, Accounting, ) (training)	2.5%	\$ 8,245.48	\$ -	\$ 687.12		
		\$ -	\$ -	\$ -		
Supplies (copy machine, paper, pens, janitorial, etc.)	4.5%	\$ 14,841.86	\$ -	\$ 1,236.82		
Sub Tot Expenses:		\$ 105,542.13	\$ 42,536.91	\$ 8,795.18	\$ 7,089.49	40%
Total:	100%	\$ 329,819.17	\$ 151,537.19	\$ 27,484.93	\$ 25,256.20	46%