

**Minutes  
Regular Meeting of  
The Northvale Library Board of Trustees  
Wednesday, March 28, 2018  
6:30 PM**

**CALL THE MEETING TO ORDER –**

President Porschen called the meeting to order at 6:33 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 –**

<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/ Councilman Tom Argiro	X x	
Mr. Porschen	x	

Also in attendance was Director Paul Shaver

## APPROVAL OF MINUTES

Resolved to approve the minutes from the February 28, 2018 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 Ms. Nicolich		x			
Ms. Staropoli	motion	x			
Mayor Piehler Mr. Argiro		x			
Mr. Porschen	second	x			

Resolved to approve the executive minutes from the February 28, 2018 regular board meeting

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

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

## GENERAL DISCUSSION –

### Director's Report

- Our new part-time Library Associate, has jumped in with both feet. She has learned to administer Constant Contact, Canva, our webpage, and all of our social media accounts. We have worked together on a plan, to bring all book spines up-to-date and weed. She has also set up our new direct account for Korean books and we have worked with BCCLS to make sure there is no duplication of book purchasing. She has been studying Snap Circuits and Lego Mindstorms along with our volunteers and is helping with other programs.
- Along with changing spine labels to make them uniform, we are also posting levels on all Easy Readers. We will follow this up by leveling chapter books before Summer Reading begins.

- Met with Chief Essmann on 3/6 regarding background checks. Staff will be paying for the background checks themselves and then getting reimbursed.
- New Personnel Action Forms indicating staff hours are ready to be signed by the Board. The forms indicate that they are just updates rather than promotions, demotions, or transfers.

Programming: February

- Program attendance in February 2018, reached the highest level that we have seen since opening.
- As of March 20<sup>th</sup>, 2018, March 2018 has already surpassed this number. This is evidence of continued success in this area.

Program Attendance Summary					
Event/Program	Date or Month	Children	Teens	Adults	Total
DIY Emoji Valentine's Bag	2/1/2018	20	0	11	31
STEM Robotics	2/1/2018	4	2	1	7
Northvale Pre-K Story Time	2/2/2018	10	0	2	12
Groundhog Day Craft	2/2/2018	7	2	4	13
Lego Club	2/2/2018	4	0	2	6
Gaming Tournament	2/3/2018	5	0	1	6
Lego	2/5/2018	2	0	3	5
Korean Story Time	2/5/2018	8	0	1	9
Drop-in Craft (Tuesday)	2/6/2018	5	0	2	7
Heart Tree Craft	2/6/2018	3	0	2	5
Pre-K Story Time	2/6/2018	2	0	3	5
STEM Club	2/7/2018	1	0	1	2
D&D Club	2/7/2018	4	1	0	5
V-Day Cards	2/8/2018	4	0	1	5
PJ Story Time	2/8/2018	1	0	1	2
DIY Slime	2/9/2018	15	0	5	20
Ukulele Class	2/10/2018	5	0	5	10
Artistically Abled	2/10/2018	8	0	3	11
Drop-in Craft (Tuesday)	2/13/2018	4	0	3	7
I Have A Dream" Craft	2/13/2018	2	0	2	4
DIY: Wine Glasses	2/13/2018	0	0	7	7
Story Time (Bookworms)	2/14/2018	1	0	1	2
Valentine's Day Party	2/14/2018	12	0	6	18
Healthy Snacks	2/15/2018	8	0	5	13
Clifford's Birthday	2/15/2018	4	0	3	7
DIY: Wine Glasses	2/15/2018	0	0	10	10

Raspberry Pi	2/15/2018	3	5	2	10
Northvale Pre-K Story Time	2/16/2018	10	0	2	12
Drop-in Craft (Tuesday)	2/20/2018	8	0	3	11
Pre-K Story Time	2/20/2018	1	0	1	2
Book Group	2/20/2018	0	0	2	2
STEM Club	2/21/2018	1	0	1	2
D&D Club	2/21/2018	1	0	0	1
Cupcake Wars	2/22/2018	8	4	4	16
Canvas Painting	2/22/2018	0	0	8	8
Family Movie Night: Inside Out	2/22/2018	6	4	2	12
Story Time & Craft	2/26/2018	3	0	3	6
Korean Story Time	2/26/2018	6	0	2	8
Pre-K Story Time	2/27/2018	5	0	4	9
Drawing Workshop	2/27/2018	7	0	3	10
Blind Date with a Book	2/28/2018	0	0	20	20
Story Time I(Bookworms)	2/28/2018	2	0	2	4
ESL	2/28/2018	0	0	7	7
<b>Total</b>		<b>200</b>	<b>18</b>	<b>151</b>	<b>369</b>

#### BCCLS

- The delivery service paid for by BCCLS is in full-swing. Expak has completed delivery of Northvale's floating collection.
- The Executive Board of BCCLS has reached a decision on a new Executive Director. However, they are not yet able to share that candidate's name publicly. I attended the meeting where they made this decision and can relate that they were unanimous in their support of this individual.

#### Logo, 3D Printer

Jennifer England has used her Cricut to create a banner-sized version of the new logo. Depending on how this looks against the peach in the front hallway, we will put it there.

The 3D printer model that the school system is using, which Mr. Pinajian emailed to me after last meeting, is actually the same 3D printer we put in for when we requested a grant in November 2017. Since students will already be familiar with this printer, and the Cura software used with it, this is a natural choice. The LulzbotTaz 6 is much more reasonably priced, with excellent support and functionality. Thank you, Mr. Pinajian and the Northvale School District for allowing us to benefit from your experience.

Students of the ukulele class have begun checking out ukuleles.

## Friends of the Library Report

Ms. Kathy Brunet – 417 Crest Drive gave her report from the Friends:

The Friends group will be purchasing new magnets for the library with our new hours and logo on it.

Thank you Friends!!!

### ROLL CALL VOTES –

Resolved to approve the claims list for the month of March in the amount of \$10091.04

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		x			
Mr. Argiro					
Mr. Porschen	second	x			

Resolved to approve a fine amnesty for fines on all Juvenile materials that come in late in May 2018 just for Northvale Books to increase circulation.

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					
Ms. Nicolich		x			
Ms. Staropoli		x			
Mayor Piehler	motion	x			
Mr. Argiro					
Mr. Porschen		x			

Resolved to approve an updated lost or damaged book fines policy

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

### **HEARING OF THE PUBLIC –**

President Porschen opened the meeting to the public at 7:19 PM

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

President Porschen asked for a vote to go into executive session.

Resolved to approve to go into executive session to discuss personnel issues with Director Shaver

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. Devlin				x	
Mr. Honey		X			
Mr. Pinajian Ms. Nicolich		X			
Ms. Staropoli	Motion	X			
Mayor Piehler Mr. Argiro		X			
Mr. Porschen		x			

The board resumed the public meeting at 7:28pm with the same trustees present. No action was taken by the board in executive session.

## **ADJOURNMENT**

On motion made by Mr. Porschen and seconded by Mayor Piehler, the board, with all present being in favor, **voted to adjourn at 7:28 PM**

Respectfully submitted

Tina Staropoli, Secretary