

**Minutes  
Regular Meeting of  
The Northvale Library Board of Trustees  
Wednesday November 20<sup>th</sup>, 2024  
6:30 PM**

**CALL THE MEETING TO ORDER –**

**STATEMENT -**

President Staropoli called the meeting to order at 6:32PM 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		
Ms. Lucas	X		
Mr. Honey	X		
Mr. Pinajian School librarian Ms. Nicolich		X	
Ms. Staropoli	X		
Mayor McGuire/ Councilwoman Fernandez	X		
Ms. McKeever	X		

Also in attendance: Director Magielnicki & Kathy Brunet

**APPROVAL OF MINUTES**

Resolved to approve the minutes from the October 23<sup>rd</sup>, 2024 regular board meeting.

The minutes were 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 McGuire					
Ms. Fernandez		X			
Ms. McKeever	Second	X			

**GENERAL DISCUSSION –**

**Director’s Report**

**Administrative:**

- Library Cards: 2,296 registered Northvale Library cardholders as of November 1st. 3 less cards since October’s report.
- Proposed 2025 Holidays: List Attached
- We received the finalized copies of our 2023 Audit.

**Building:**

- Suburban Glass came out to the library to take a look at our windows. They said that the windows look fine. We just need window balances. They showed me that our windows are made by Traco and said to contact them. He also mentioned trying a company called Kawneer because Traco might be hard to track down.
- New book drop was delivered on November 12th. Working on getting it in place with the DPW.

**Services:**

- Michele and I created a PO to obtain Eric Steinberg, Esq as the library’s attorney. We just need the board’s signature to send it out to him. Terri will send an example of a blanket PO she uses so the format can get updated with a voucher included to send to the attorney.
- I reached out to Brendan O’Reilly, Director of Shared Services for Bergen County, about the Fiber Optics that was installed in every municipality in the County. He said that the fiber is ready to go outside the library. It would cost \$75 a month. The county received this grant and it would be honored at that price for 2 years. All equipment would be supplied. It would need to pass an agreement with the County. They would need to install a 30”x30” box in basement. O’Reilly is already in the talks with BCCLS about this grant.
- FDU matched the library up with a Social Work Intern. She is looking to complete her hours starting January 6th through August 4th, 2025. Waiting to hear back on what the next steps will be.

**BCCLS:**

- Attended System Council Meeting on Thursday, October 24th at the Maywood Library.

### **October Program Highlights:**

- Craft Hour: 36
- Toddler Time: 61
- Story Time: 55
- Children's Snack Class: 11
- Homework Help: 2
- Tween Craft: 10
- Korean Book Club: 5
- Afternoon Book Club: 0
- Evening Book Club: 4
- Painting with Kari: 9
- ESL: 25
- Teen Dungeons and Dragons: 14
- Adult Arts and Crafts: 9
- Bigfoot Presentation: 7
- Grief and Gratitude: 3
- Halloween Party: 48

### **Upcoming Programs/Ideas**

- Juvenile: Crafts
- Juvenile: Toddler Time
- Juvenile: Preschool Story Time
- Juvenile: Story Time
- Juvenile: Tween Craft
- Juvenile: Book Club
- Juvenile: Homework Help
- Juvenile: STEM Lab
- Juvenile: Drawing Class

### **Friends of the Library Report**

The friends are working on alternate ideas for fundraising like local business discount card and 'dining for dollars' at places like Panera who give a percentage back on the participation day.

The friends group is interested in sponsoring some adult crafting programs.

The board has open positions for President, Vice President and Corresponding Secretary and can contact the nomination committee if interested.

### **Treasurer's Report**

Summary, In total the Library is 5% under budget -- However, Wages & Salaries (Incl Pension contribution) are 2% over budget and Admin fees are over budget by 4% -- see review notes

Bank Balances as on the end of October are as follows:

Library Operating Expense account: 69,755.30 (including uncleared checks Approx \$7K)

Library Capital Expense account : \$88,740.60 (with a pending \$5264.55 claim ,ref. Book Drop)

Review Notes:

\* We will need to do a preliminary review of account operating expenses to adjust 2025 Budget %'s

\* Q4 Boro contribution estimated at \$22,000 (requires board approval to submit voucher) balance due for 2024 would be approx \$1200

\* Preliminary review of Capital Expense Projects (e.g. windows ..) After discussion the board decided to wait for the December meeting to determine what the excess dollar amount will be to transfer to the capital account.

**ROLL CALL VOTES-**

Resolved to approve the regular claims list for November in the amount of \$4,176.08

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

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Ms. Banzaca		X			
Ms. Lucas	Second	X			
Mr. Honey		X			
Mr. Pinajian Ms. Nicolich				X	
Ms. Staropoli		X			
Mayor McGuire Ms. Fernandez		X			
Ms. McKeever	Motion	X			

Resolved to approve the capital account claims list for November in the amount of \$5,264.55 for a new book drop.

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

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Ms. Banzaca	Second	X			
Ms. Lucas		X			
Mr. Honey		X			
Mr. Pinajian Ms. Nicolich				X	
Ms. Staropoli	Motion	X			
Mayor McGuire Ms. Fernandez		X			
Ms. McKeever		X			

Resolved to approve the 2025 Library holiday calendar with the following dates;  
 Wednesday, January 1: New Year’s Day  
 Monday, January 20: Martin Luther King Jr. Day  
 Monday, February 17: Presidents Day  
 Friday, April 18: Good Friday  
 Saturday, May 24-Monday, May 26: Memorial Day  
 Friday, July 4th: Independence Day  
 Saturday, August 30-Monday September 1: Labor Day  
 Monday, October 13: Columbus Day  
 Thursday, November 27-November 28: Thanksgiving  
 Wednesday, December 24, Thursday December 25: Christmas  
 The resolution was adopted on a roll call vote as follows:

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Ms. Banzaca		X			
Ms. Lucas	Second	X			
Mr. Honey		X			
Mr. Pinajian Ms. Nicolich				X	
Ms. Staropoli		X			
Mayor McGuire Ms. Fernandez		X			
Ms. McKeever	Motion	X			

Resolved to approve authorizing the treasurer to sign the 4<sup>th</sup> quarter vouchers to the borough of Northvale agreeing to a \$22,000 contribution.  
 The resolution was adopted on a roll call vote as follows:

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Ms. Banzaca		X			
Ms. Lucas	Second	X			
Mr. Honey		X			
Mr. Pinajian Ms. Nicolich				X	
Ms. Staropoli		X			
Mayor McGuire Ms. Fernandez		X			
Ms. McKeever	Motion	X			

**HEARING OF THE PUBLIC –**

The meeting was opened to the public at 7:47 PM. With no one from the public addressing the meeting the public meeting portion was closed at 7:47.

**ADJOURNMENT**

On motion made by Terri McKeever and seconded by Maria Lucas, the board, with all present being in favor, **voted to adjourn at 7:48 PM.**

Respectfully submitted  
Melissa Banzaca, Secretary