

**Minutes  
Regular Meeting of  
The Northvale Library Board of Trustees  
Wednesday, August 24<sup>th</sup>, 2022  
6:30 PM**

**CALL THE MEETING TO ORDER –**

**STATEMENT -**

President Staropoli 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 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 Marana/ Councilman Tom Argiro	X		
Ms. McKeever		X	

Also in attendance: Director Zaccaria

## APPROVAL OF MINUTES

Resolved to approve the minutes from the July 27<sup>th</sup>, 2022 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	Second	X				
Mr. Honey		X				
Mr. Pinajian Ms. Nicolich				X		
Ms. Staropoli	Motion	X				
Mayor Marana Mr. Argiro		X				
Ms. McKeever				X		

## GENERAL DISCUSSION –

Construction will start mid September. The fire marshal advised where the dumpster could be placed. The library will use Oak Tree printing to make signs to direct patrons to the alternate entrance and advise public of construction.

## DIRECTORS REPORT -

### Administrative

- Library Cards: 2020 patrons registered as of August 18, 2022. **19** new library cards since July's report.

### Building

- The first pre-contract meeting took place on 8/16 to discuss the Library Renovation Project. (See handout notes from the meeting) Consolidation of books from the Children's room is the first initiative and emptying the Children's Room closet. Currently, we have 27 empty shelves to move some of these items to the Adult Room, Further, by end of next week, August 26<sup>th</sup>, the closet will be cleared and as many books that can be shifted out of the Children's room will be moved to the Adult Room and the back work room. I have contacted BCCLS regarding making all of our Juvenile Items as non-circulating starting on September 15<sup>th</sup>. Consequently, BCCLS delivery to our library will be reduced, so we also will have limitations on sending and receiving materials to other libraries. I am looking into having our patrons' future deliveries to Norwood in November or December if that is possible when we will have more construction under way. We will have ample signage about the parking and the entrance situation which will divert patrons from the Front entrance and come to the Side door. I informed Kate at the Preschool of the upcoming plan. As of today's date, we have moved materials downstairs and shifted shelves. We anticipate to box up all the J books before September 15 and move all other circulating items to our back room or Adult areas. I informed Fran Weston and the Mayor of the plans. He has stopped in to see where the dumpster and storage will be situated and if it will be okay for fire regulations. After Summer Reading is ended and the prizes are distributed, we will start moving all remaining books. Additionally, with the help of the DPW, the shelves in the Children's Room need to be dismantled and can be temporarily stored in the Adult room. The staff is working on emptying closets, consolidating and disposing of materials and moving craft supplies and other equipment to the basement as we make room for our mid-September move.

## **Strategic Plan**

- **Proof of residency:** Michael Cerrone, Esq. has reviewed our query on the legality of our policies and assures it is **not** in violation of any Federal or State laws. To be clear the website now reads “requires” instead of “may require” the documents needed for the proof of residency.
- **Summer Reading:** The concluding program will be Saturday, August 27<sup>th</sup>. Summer Reading winners will be notified and prizes distributed. Our September programs for children will have to be adjusted to be held outside or as grab and go. We will continue our YA and Adult programs.

## **BCCLS**

- Staff attended the Members Committee Picnic at Van Saun Park on August 6<sup>th</sup>. We were able to mix with other librarians and exchange ideas. Our Library was featured in BCCLS Cobalt Newsletter. (See handout)

## **July Program highlights**

- Juvenile: Summer Reading Crafts: 63
- Juvenile: Music with Miss Nita: 24
- Juvenile: (YA) Jewelry Making: 5
- Adult: Korean Book Club: 5
- Adult Afternoon Book Club: 5
- Adult: Canvas Painting with Kari: 12
- Adult: Crafting with Pam: 10

## **Upcoming September Programs/Ideas**

- Juvenile: Drop in Crafts, Music with Miss Nita
- YA Gaming & Jewelry Making
- *Adult: Crafts with Pam*
- Adult: Korean Book Club
- Adult: Canvas Painting with Kari
- Adult: ESL Class

## **Friends of the Library Report**

N/A

## **Treasurer's Report**

The Library is operating approx 11% under budget thru July -- the Bank balance thru end of July are as follows:

Northvale Library Operating Expense account : \$71,905.60

Northvale Library Capital Expense account: \$258,324.48

**Note:** Contributions to Pension plan for full time BCCLS employees are 15.98%. This will bring the total to 5% under budget with Wages and Salaries at 67% of budget YTD.

**ROLL CALL VOTES-**

Resolved to approve the capital account claims list for August in the amount of \$3,792.55:

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 accepting the standard form of agreement between owner and contractor for the library renovation project. AIA document 9101-2017.

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 authorize library personnel to pick out materials for the renovation project using input from the library board facilities committee.

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

**HEARING OF THE PUBLIC –**

The meeting was opened to the public at 7:10 pm.

With no one addressing the board the meeting was closed to the public at 7:10.

**ADJOURNMENT**

On motion made by Tina Staropoli and seconded by Maria Lucas, the board, with all present being in favor, **voted to adjourn at 7:12 PM**

Respectfully submitted

Melissa Banzaca, Secretary