

**Minutes
Regular Meeting of
The Northvale Library Board of Trustees
Wednesday March 27th, 2024
6:30 PM**

CALL THE MEETING TO ORDER –

STATEMENT -

Vice President McKeever 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 –

Name	Present	Absent	
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

APPROVAL OF MINUTES

Resolved to approve the minutes from the February 28th, 2024 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	Second	X			
Mayor McGuire		X			
Ms. Fernandez					
Ms. McKeever	Motion	X			

GENERAL DISCUSSION –

Director’s Report

Administrative:

- Library Cards: 2,233 registered Northvale Library cardholders as of March 1st. 13 new cards since February’s report.

Grand Reopening:

- The reopening was a success. We had about 50 people attend. Thank you to everyone that attended and to those of you who spoke.

Building:

- I reached out to a few architects that other library director’s have used in regards to adding a second restroom.. I am speaking with a few and we are making appointments for them to come out and look at the space.
- I would love to have a butterfly garden for the library to teach children about butterflies, flowers, and pollinators. Does the borough still have a beautification committee?
- Looking into getting a bench through the NexTrex Recycling Challenge but it would need to be a community effort.

Website:

- May has updated our Library of Things page on our website because it only had our cake pans listed. May has also added a page for our Annual Report.

State Library:

- The 2023 State Report has been completed and sent out to the New Jersey State Library and BCCLS.

- Rutgers and the New Jersey State Library have partnered up to create a program for Public Libraries that will supply them with a Social Worker Intern if there is a student in our area. I want to look into it more if there is a need for the Northvale community.

Training:

- This month myself and the staff attended a few training sessions. Emily, May, Michele, and myself took a substance abuse webinar to identify patrons that might be under the influence. May sat in on a CatExpress training with BCCLS for cataloging books that aren't in our system yet. May, Michele, and myself sat in on a VEGA training session with BCCLS on how to use our new OPAC.

National Library Week

- National Library Week is April 7th-13th. We will put out our lawn signs that the Friends had gifted us and have displays and programs to promote it.
- The American Library Association (ALA) puts out a National Library Week Proclamation every year and I was hoping that it could possibly be read at the next Borough Council meeting.

February Program Highlights

- Kids Craft Hour: 40
- Story Time: 55
- Toddler Time: 37
- Korean Book Club: -
- Afternoon Book Club: 2
- Evening Book Club: -
- Painting with Kari: 12
- Ms. Nita: 153
- ESL: 16
- Kid's Book Club: 3
- Homework Help: 11
- Tween Craft: 3
- Tween STEM Lab: 12
- Adult Arts and Crafts: 6
- Kids Drawing w/Shane: 6
- Adult Valentine's Desserts: 7
- Movie Matinee: 16

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: Tween/teen K-Pop Dance Class
- Juvenile: STEM Lab
- Juvenile: Drawing Class

- Adult: Korean Book Club
- Adult: Afternoon Book Club
- Adult: Evening Book Club

- Adult: Canvas Painting with Kari
- Adult: ESL class
- Adult: Arts & Crafts
- Adult: Electrifying Your Home Presentation
- Adult: Backyard Gardening Presentation
- Adult: Mahjong Class
- Adult: Movie Matinee
- Adult: Shoprite Dietitian
- Adult: Singing and Movement Workshop
- Family: Eclipse Glasses
- Family: NJ Makers Day

Friends of the Library Report

The friends of the library provided a lunch for the library staff on 4/9 in honor of national library week.

Treasurer’s Report

In summary the Library is 4% under budget for the first quarter of 2024

The Northvale Library Bank Balances as of the end of February 2024 are as follows:

Northvale Library Expense account: \$73,956.47
 Northvale Library Capital Expense account: \$83,361.78

Notes for review:

- *Received a check from the Borough for the 2023 balance of contributions (\$5378.82) on March 14th -- check deposited in the Capital expense account.
- *Financial report (for Jan- March 2024) from the Borough is due next week
- *Voucher for 2nd quarter Borough contribution will be submitted next week

The board will propose ideas to earmark capital funds usage at next month’s meeting

ROLL CALL VOTES-

Resolved to approve the regular claims list for March in the amount of \$5,416.15:
 The resolution was adopted on a roll call vote as follows:

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

Mayor McGuire Ms. Fernandez		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:

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 McGuire Ms. Fernandez	Second	X			
Ms. McKeever		X			

Resolved to approve a 4% raise for May Kwon as of March 6th 2024.

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			
Ms. McKeever		X			

Resolved to approve a 4% raise for Michele Albanese starting April 6th 2024.

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

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

Resolved to approve a 4% raise for Director Lauren Magielnicki and 2 additional vacation days as of March 6th 2024.

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		X			
Ms. Fernandez					
Ms. McKeever		X			
Ms. McKeever		X			

HEARING OF THE PUBLIC –

The meeting was opened to the public at 7:36 PM. Mayor McGuire thanked the library for participating in the town egg hunt event. Ms. McKeever asked the library to look into additional services that the library could offer like passport applications, notary services and local park passes. The public meeting portion was closed at 7:41.

ADJOURNMENT

On motion made by Tina Staropoli and seconded by Mayor McGuire, the board, with all present being in favor, **voted to adjourn at 7:42 PM.**

Respectfully submitted

Melissa Banzaca, Secretary