

**Minutes
Regular Meeting of
The Northvale Library Board of Trustees
Wednesday May 24, 2017
6:30 PM**

CALL THE MEETING TO ORDER –

President Porschen called the meeting to order at 6:35 PM in the Northvale Public Library located at 116 Paris Avenue, Northvale, New Jersey 07647.

STATEMENT -

President Porschen stated

“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 –

Name	Present	Absent
Ms. Banzaca	x	
Mr. Devlin	x	
Mr. Honey	x	
Mr. Pinajian School librarian Ms. Nicolich		X x
Ms. Staropoli	X*	
Mayor Piehler/ Council woman Toni Macchio	x	x
Mr. Porschen	x	

Also in attendance Director Paul Shaver

*Ms. Staropoli arrived at 6:40

APPROVAL OF MINUTES

Resolved to approve the minutes from the April 26, 2017 regular board meeting

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

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

Resolved to approve the executive minutes from the April 26, 2017 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	second	x			
Mr. Honey		x			
Mr. Pinajian Ms. Nicolich				x	
Ms. Staropoli				x	
Mayor Piehler Ms. Macchio		x			
Mr. Porschen		x			

GENERAL DISCUSSION –

Director Shaver wants to train the staff to run young adult programs in the field of STEM such as robotics, ozobots, lego minestorms, etc.

ESL classes will stop for the summer and then will start up again in September.

Mike G's last day will be on June 7th; the board was happy to hear that he wants to stay on one Saturday a month.

Ms. Macchio will look into the availability of the American Legion Hall for programming and the procedure to book it.

Director's Report

Personnel

- Michael Grgurev – has accepted a full-time position with BCCLS. His last day will be June 7th. Michele Albanese and Luiza Herbst will be able to cover his hours until we find a replacement.
- Emily Pepe– was trained on Collection HQ and Simply Reports to help with collection management, withdrawals, and additions. She began withdrawing a small amount of zero-circ items, and has made space for a new books display.
- Emily Pepe- revamped our volunteer registration forms, which will include Reading Buddies, Homework Help, décor/craft prep and programming assistance.
- I would like to begin advertising for Emily's maternity leave and Michael's position ASAP.

Programming: April

Adult

- ESL Class - 4 sessions; 24 in attendance
- Northvale's Reading Book Club - 1 session; 5 in attendance
- Celery Farm and Beyond – 1 session; 12 in attendance
- Creative Canvas: 2 sessions; each with 8 in attendance (16 total attendees)

Juvenile

Event/Program	Date	Children	Tween/Teens	Adults	Notes
Who is/was Club	4/3/17	3	0	0	
Story Time	4/5/17	5	0	4	
Snail Craft	4/6/17	3	0	2	
Smash Bros. Tournament	4/8/17	5	2	1	
Easter Eggs Decor	4/11/17	12	0	5	
Books & Bites	4/17/17	2	2	0	
Pre-K Story Time	4/18/17	9	0	2	
Story Time	4/19/17	4	0	4	
Magic Show	4/20/17	25	5	14	
Story Time	4/26/17	2	0	2	
Jenna (Snacks)	4/27/17	5	2	3	
Butterfly Craft	4/28/17	4	0	2	
	TOTAL	79	11	39	

Administrative

- Library Cards: we have 1,359 patrons registered as of today, May 24, 2017. 36 new cards since the March report. April's report was inaccurate.
- Strategic Planning: Statistical Analysis and Questionnaire

Friends of the Library Report

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

She stated that Jen England holds a 2 day monthly craft class that is attended well. They are getting ready for the book sale for June 1st. A few teens volunteered to help set up the room.

ROLL CALL VOTES –

Resolved to approve the claims list for the month of May in the amount of \$8100.89.

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	second	x			
Mr. Pinajian Ms. Nicolich				x	
Ms. Staropoli	motion	x			
Mayor Piehler Ms. Macchio		x			
Mr. Porschen		x			

Resolved to approve the replenishment of the petty cash for \$75

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	second	x			
Mr. Pinajian Ms. Nicolich				x	
Ms. Staropoli	motion	x			
Mayor Piehler Ms. Macchio		x			
Mr. Porschen		x			

Resolve to approve the hiring for a maternity leave replacement for our youth service librarian assistant for July through December at \$15-\$17 per hour

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

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

Resolved to approve the hiring of a part time library assistant for 10 – 15 hours at a rate of \$14 – 14.50 per hour

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					
Ms. Staropoli	motion	x			
Mayor Piehler Ms. Macchio		x			
Mr. Porschen		x			

HEARING OF THE PUBLIC –

President Porschen opened the meeting to the public at 7:28 PM

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

ADJOURNMENT

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

Respectfully submitted

Tina Staropoli, Secretary