

**Minutes
Regular Meeting of
The Northvale Library Board of Trustees
Wednesday December 18th, 2024
6:30 PM**

CALL THE MEETING TO ORDER –

STATEMENT -

President Staropoli called the meeting to order at 6:37 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:

APPROVAL OF MINUTES

Resolved to approve the minutes from the November 20th, 2024 regular board meeting.
The minutes were adopted on a roll call vote as follows:

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Ms. Banzaca					
Ms. Lucas					
Mr. Honey		x			
Mr. Pinajian Ms. Nicolich		x			
Ms. Staropoli	motion	x			
Mayor McGuire Ms. Fernandez		x			
Ms. McKeever	2	x			

GENERAL DISCUSSION –

Director's Report

Administrative:

- Library Cards: 1,887 registered Northvale Library cardholders as of December 1st.
- BCCLS is now deleting dusty patrons out of the system. Dusty patrons are deleted when their cards haven't been active for 5 years. We can keep track of new cards at the desk starting in January.

Building:

- Meeting with Roy to look at getting new window balances.
- New book drop was put in place by the DPW.

Personnel:

- The student from the Summit House in Norwood started volunteering once a week this month.

Services:

- I wrote a letter to obtain Eric Steinberg, Esq as the library's attorney. We just need the board's signature to send it out to him.

BCCLS:

- Next System Council Meeting is on Thursday, December 19th at the Franklin Lakes Library.

Events:

- 10 Year Celebration: Next year the library will be open for 10 years. We want to throw a small celebration. Music for adults and an entertainer for the children.
- Tina Lanciotti from the Middle School is going to hold a Vision Board program here on January 18th. The Northvale Teachers Association will be sponsoring the event.
- Paint Smile Sip students had their art show here on Tuesday, December 10th. The mayor recommended Kari to hold it at the library and it was a lovely event. We had about 50 people attend.
- Emily and I attended the Northvale Tree Lighting. We had a table with crafts for the children to take, library calendars, and information on the Friends of the Library.

November Program Highlights:

- Craft Hour: 26
- Toddler Time: 76
- Story Time: 28
- Children's Snack Class: 15
- Homework Help: 2
- Tween Craft: 0

- Korean Book Club: 5
- Afternoon Book Club: 0
- Evening Book Club: 2
- Painting with Kari: 10
- ESL: 14
- Teen Dungeons and Dragons: 18
- Adult Arts and Crafts: 11
- Community Helpers/Police: 4
- Ms. Nita: 57

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: Dungeons and Dragons
- Family: Family Puzzle Night
- Adult: Korean Book Club
- Adult: Afternoon Book Club
- Adult: Evening Book Club
- Adult: Canvas Painting with Kari
- Adult: ESL class
- Adult: Arts & Crafts
- Adult: Movie Matinee
- Adult: Shoprite Dietitian
- Adult: Singing and Movement Workshop
- Adult: Wool NeedlePoint Felting
- Adult: Yankees Organ Player Presentation
- Adult: Calligraphy Valentines Cards

Friends of the Library Report

- Empire Pass: cost of \$197 paid by the Friends
 - Adult Programming in February Calligraphy/Valentine's Day cards sponsored by the Friends
 - Friends will have membership forms available at the library
 - Membership can be paid via cash, check, or zelle
 - Nominations for the Friends (must be up-to-date on dues)
- President Steve Jackson
 Vice President Jean-Marie Cerbasi & Chris Thorn
 Corresponding Secretary Mallisa Gaspari

Treasurer's Report

Summary, the Library is 7% under budget -- See notes below for account review to make Budget adjustments for 2025

Bank Balances as of the end of November are as follows:

Library Operating Expense account: \$67,509.75

Library Capital Expense account : \$83,476.05 (see review notes for transfer of funds)

Review Notes:

- * Review and approve adjustments to operating expenses for proposed 2025 Budget
- * Approval of Proposed Budget for 2025
- * Received Q4 Boro contribution of \$22,000 as well as \$3639 BCCLS grant
- * Review and approve transfer of funds to Capital account

ROLL CALL VOTES-

**Resolved to approve the regular claims list for December in the amount of \$3,698.08
The resolution was adopted on a roll call vote as follows:**

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Ms. Banzaca					
Ms. Lucas					
Mr. Honey	2	x			
Mr. Pinajian		x			
Ms. Nicolich					
Ms. Staropoli		x			
Mayor McGuire		x			
Ms. Fernandez					
Ms. McKeever	motion	x			

**Resolved to approve the replenishment of petty cash for \$75.00
The resolution was adopted on a roll call vote as follows:**

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Ms. Banzaca					
Ms. Lucas					
Mr. Honey		x			
Mr. Pinajian	2nd	x			
Ms. Nicolich					
Ms. Staropoli	motion	x			
Mayor McGuire		x			
Ms. Fernandez					
Ms. McKeever		x			

Resolved to approve the 2025 board meetings:

January 22, 2025, February 26, 2025, March 26, 2025, April 23, 2025, May 28, 2025, June 25, 2025, July 23, 2025, August 27, 2025, September 24, 2025, October 22, 2025, November 19, 2025, and December 17, 2025.

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

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Ms. Banzaca					
Ms. Lucas					
Mr. Honey		x			
Mr. Pinajian		x			
Ms. Nicolich					
Ms. Staropoli	motion	x			

Mayor McGuire Ms. Fernandez	2nd	x			
Ms. McKeever		x			

**Resolved to approve the budget for fiscal year 2025 of \$393,000
The resolution was adopted on a roll call vote as follows:**

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Ms. Banzaca					
Ms. Lucas					
Mr. Honey		x			
Mr. Pinajian Ms. Nicolich		x			
Ms. Staropoli	motion	x			
Mayor McGuire Ms. Fernandez	2nd	x			
Ms. McKeever		x			

**Resolved to approve the transfer the balance in the regular account in excess of \$52,900 to
the capital account of \$28,000**

Name	ACTION	YES	NO	ABSENT	ABSTAIN
Ms. Banzaca					
Ms. Lucas					
Mr. Honey		x			
Mr. Pinajian Ms. Nicolich		x			
Ms. Staropoli	2	x			
Mayor McGuire Ms. Fernandez	motion	x			
Ms. McKeever		x			

HEARING OF THE PUBLIC –

The meeting was opened to the public at 7:21 PM. With no one from the public addressing the meeting the public meeting portion was closed at 7:21.

ADJOURNMENT

On motion made by Joe McGuire and seconded by Tina Staropoli, the board, with all present being in favor, **voted to adjourn at 7:22 PM.**

Respectfully submitted
Terri McKeever, Vice President