

ENGLEWOOD PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES OF MEETING OF MARCH 17, 2009

These minutes have not been formally approved and are subject to change or modification by the Board of Trustees at its next meeting.

BOARD OF TRUSTEES –Shirley Green, President; Katharine Glynn, Vice-President; Gerald Crane, Treasurer; Carolyn Sekas, Secretary; Arnold Brown, Gloria Escobar, Jerome Ozer. Absent: Deborah Trachtenberg and Richard Segall.  
ADMINISTRATION: Donald Jacobsen, Director and Charlene Scaringello, Administrative Secretary.

CALL TO ORDER – ROLL CALL

The meeting was CALLED TO ORDER at 7:45p.m.by President Green. Adequate notice of this meeting, pursuant to the Open Public Meetings Act, was provided by inclusion thereof on the Annual Schedule of Meetings, which was on January 27, 2009 posted at Englewood City Hall, Englewood Cliffs Borough Hall and the Englewood Public Library Bulletin Boards, filed in the Offices of the Englewood Public Library Director, mailed or faxed to the Press Journal and the Record, and distributed to any person requesting same pursuant to said Act.

MINUTES OF MEETINGS

Mr. Crane moved to accept the minutes of the January 27, 2009 meeting as presented. Ms. Glynn seconded the motion. Unanimously approved.

TREASURER’S REPORT

Mr. Crane reported that Mr. Jacobsen, Ms. Green and Ms. Glynn met prior to tonight’s meeting with City Council on the Library’s 2009 budget and asked that Mr. Jacobsen report on the outcome of the meeting. Mr. Jacobsen reported the meeting went smoothly with the exception that the Library was not given a copy of the revised budget which only differed with the medical insurance figurers. A copy of the revised budget will be received and made available to all board members. The members of the City Council that were present spoke highly of the library and were very supportive. (Ms. Sekas arrived)

DIRECTOR’S REPORT

Mr. Jacobsen introduced Paul Hirsch, an MLS student from Rutgers who is doing his internship at the library to the board. Paul is currently spending most of his internship in the reference department but will meet with all the departments.

Mr. Jacobsen was pleased to announce that Englewood Cliffs has sent the library an initial early payment of \$75,000 for library services, a meeting date between Englewood Cliffs and the Englewood Cliffs Contract Committee will be announced.

Mr. Jacobsen asked that any board member who wishes to attend the New Jersey State Library Trustee Institute to be held on Saturday, May 9<sup>th</sup> please leave their name tonight so we can register them early. Ms. Sekas announced that Pace University in New York is doing a program for trustees and encouraged all to attend.

Mr. Jacobsen reported that employee evaluation forms provided by the City will be completed by him for all supervisory staff prior to the next Board meeting.

### COMMITTEE REPORTS

Building & Grounds Committee – Mr. Ozer reported work is continuing to be done on the HVAC system. Also, Peter’s Construction Company has repaired the ceiling which was damaged when the water pipe broke in January. The Friend will be painting the Mackay Room and the carpet will be cleaned making the room ready for use.

Ms. Glynn was asked by Councilperson Charlotte Bennett-Schoen if the library was functioning “green”. Taking into consideration the age of the building and to the best of his knowledge Mr. Ozer stated the new boiler is energy efficient.

Budget & Finance - (2009 Proposed Library Budget) - Mr. Crane asked for a motion to approve the proposed library budget for 2009 as presented (budget attached to minutes). Mr. Ozer moved to approve the library budget as presented, Mr. Brown seconded the motion. Unanimously approved.

Personnel & Labor Negotiations – Mr. Brown turned the committee report over to Mr. Jacobsen. Mr. Jacobsen announced that after posting the Head of Circulation (Principal Library Assistant) position and interviewing applicants he recommends Arnie Tobias to the position and requests a motion for the board’s approval. Mr. Crane moved to appoint Arnie Tobias as Head of Circulation (Principal Library Assistant), Mr. Ozer seconded the motion. Unanimously approved.

Program & Development – Ms. Escobar reported that she has been out of the Country and no meetings have taken place.

Englewood Cliffs Contract - Mr. Jacobsen reported that a meeting with Englewood Cliffs will be scheduled.

Library/School Partnership – Mr. Jacobsen reported that Dr. Segall has been in touch and he feels that there should be a mutual agreement as to where the information television should be placed and what should be made available for the student to view. A meeting between the committee and Dr. Segall will be scheduled.

### PERSONNEL ACTIONS

Mr. Ozer moved to approve the March Personnel Action as presented. Mr. Brown seconded the motion. Unanimously approved.

### COMMUNICATIONS

The suggestion box and publicity folder were available for the Board to view. Mr. Jacobsen circulated a note from Pauline Mauskopf thanking Dolph Borromeo for his helpfulness.

### OLD BUSINESS

Ms. Green acknowledged the excellent March exhibit "Calling Cards of Katrina Plus" by Mark S. Cunningham. Ms. Green on behalf of the board would like to thank the Exhibit Committee for their selections of exhibitors. Mr. Brown asked if the lighting in the exhibit area can be improved, the Building and Grounds Committee will research and report back to the board.

Mr. Brown asked if there was any money allotted in the budget for landscaping of the library grounds. The Building and Grounds Committee will get prices from local landscapers on what improvements can be made.

Ms. Green inquired as to whether the City would be installing signs for directions to the library.

### NEW BUSINESS

None

### COMMENTS FROM THE PUBLIC

Amy Aynedjian informed the Trustees about the in school programs that were held during Black History Month for the second graders.

### DATE OF NEXT MEETING

The next Board meeting will take place on, Tuesday, April 21, 2009 at 7:30 P.M.

ADJOURNMENT

Mr. Ozer moved that the meeting be adjourned at 8:45p.m.; Mr. Crane seconded the motion. Unanimously approved.

Respectfully Submitted,

Charlene Scaringello for  
Carolyn Sekas, Secretary