

ENGLEWOOD PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES OF MEETING OF JANUARY 15, 2008

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; Carolyn Sekas, Secretary; Gloria Escobar, Treasurer; Arnold Brown, Gerald Crane, Jerome Ozer, Debra Trachtenberg. Absent: Michael Polizzi.. ADMINISTRATION: Donald Jacobsen, Library Director, and Charlene Scaringello, Administrative Secretary.

CALL TO ORDER – ROLL CALL

The meeting was CALLED TO ORDER at 7:35 p.m. by President Crane. 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 16, 2007 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.

REORGANIZATION:

Report of Nominating Committee – Election of Officers

Mr. Ozer reported that the Nominating Committee met prior to tonight's meeting and moved to approve the nomination of the following slate of Officers for 2008:

Shirley Green – President
Katharine Glynn – Vice-President
Carolyn Sekas – Secretary
Gloria Escobar – Treasurer

Mr. Brown moved to elect the Officers as presented. Mr. Crane seconded the motion. Unanimously approved.

Schedule of Meetings

Mr. Brown moved to approve the schedule of meetings for 2008 and January 2009 as presented. Mr. Ozer seconded the motion. Ms. Sekas opposed. Unanimously approved.

February 19	August – No Meeting
March 18	September 16
April 15	October 21
May 20	November 18
June 17	December 16
July 15	January 20, 2009

Resolutions

Ms. Glynn read the resolutions regarding designation of official newspapers, creation of change funds for the cash registers, opening of the petty cash fund, and designation of banks for deposit purposes (appended to these minutes) for 2008. Mr. Brown moved to approve the resolutions as read. Mr. Crane seconded the motion. Mr. Jacobsen noted that these actions are required under the Open Public Meetings act or the rules of the accounting firm. Unanimously approved.

MINUTES OF MEETINGS

Mr. Ozer moved to accept the minutes of the November 27, 2007 meeting as presented. Ms. Glynn seconded the motion. Unanimously approved. Ms. Escobar arrived.

TREASURER'S REPORT

Ms. Glynn asked for a motion to approve the November 2007 Treasurer's Report with payments of \$25,245 from LGFA Account and \$12,279 from State Aid Account, and for December 2007, expenses \$20,455 from the LGFA. Mr. Crane moved to approve the payments as presented. Mr. Brown seconded the motion. Unanimously approved. Ms. Trachtenberg arrived.

DIRECTOR'S REPORT

Mr. Jacobsen reviewed his annual report for 2007 along with the December 2007 and January 2008 reports.

Along with his reports Mr. Jacobsen reported he had contacted Ms. Green the director of the Ridgewood Library to get feedback on how their fundraising is done. A conversation followed on how possibly the Friends of the Englewood Library could enter into a foundation to do the fundraising. A major concern is how this might effect the money budgeted to the Library by the City of Englewood.

Ms. Sekas asked if the survey results for the Children's activities could be viewed at the next board meeting and also asked that younger aged children be allowed to participate in the upcoming Chess Club meeting. Mr. Brown asked if demographics on the participants of the Chess Club be made available.

COMMITTEE REPORTS

Contract Negotiation Committee -Mr. Brown announced the Labor Negotiation Committee met for the first time in early December where the Union gave a list of their demands. The next contract negotiation meeting is scheduled for January 17, 2008.

PERSONNEL ACTIONS

Mr. Ozer moved to approve the January 2008 personnel actions as presented. Mr. Brown seconded the motion. Unanimously approved.

COMMUNICATIONS

None

OLD BUSINESS

Mr. Jacobsen reported that as of January 1, 2008 the Video Window has been closed and all activities of the window are now done at the Circulation Desk which has at least two people manning it. Mr. Brown would like to be sure the needs of the public are still met with the closing of the window. Ms. Green would like to see that area put to good use and asked that the library add programs for Senior Residents of the town which could include brain games or pairing of seniors with children.

Mr. Jacobsen added that the popular magazines have now been moved to the main magazine area allowing a patron to be able to browse and increase their circulation.

Ms. Green asked that consideration be made to give prep courses for the SAT and GED tests. It was decided that a program committee be formed to develop similar projects.

NEW BUSINESS

Ms. Sekas presented from Englewood Cliffs a voucher for partial payment of library services for 2008 in the amount of \$50,000.

COMMENTS FROM THE PUBLIC

Arlene Wargo (Head of Circulation) stated to the Board she felt she was unjustly forced into using her sick time when she presented a Doctor's note stating she was to be taken off Circulation Desk duties and could still do Administrative duties.

Ann Sparanese (Union Representative) felt a better examine of the Library Budget should have been made before decreasing part time staff hours. Ms. Sparanese added she agrees with the saving of library monies but feels there could have been other ways of doing so.

Mr. Brown asked that the Personnel Committee meet with the Director to discuss matters.

DATE OF NEXT MEETING

The next Board meeting will take place on, Tuesday, February 19, 2008 at 7:30 P.M.

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ADJOURNMENT

Mr. Brown moved that the meeting be adjourned at 8:50 p.m.; Ms. Sekas seconded the motion. Unanimously approved.

Respectfully Submitted,

Charlene Scaringello for
Carolyn Sekas, Secretary