

ENGLEWOOD PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES OF MEETING OF FEBRUARY 19, 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; Gloria Escobar, Treasurer; Arnold Brown, Gerald Crane. Absent: Jerome Ozer, Carolyn Sekas, Debra Trachtenberg
ADMINISTRATION: Donald Jacobsen, Director; Charlene Scaringello Administrative Secretary.

CALL TO ORDER – ROLL CALL

The meeting was CALLED TO ORDER at 7:35p.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 15, 2008 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 15, 2008 meeting as presented. Ms. Glynn seconded the motion. Unanimously approved.

TREASURER'S REPORT

Mr. Jacobsen reported that there will be no Treasurer's Report until the Proposed 2008 Library Budget is approved at tonight's meeting.

DIRECTOR'S REPORT

The Director announced Peter Havel has been hired, subject to Board approval as a librarian in the Reference Department. Mr. Havel will be in charge of the local history and archives for the library. Mr. Brown inquired whether there was a job description for Mr. Havel's position. Mr. Jacobsen stated a job description will be made available.

The library received a monetary gift from the family of the late Jane Leonard to purchase materials for the children's room in her memory. Ms. Green asked that the Program & Development Committee meet to discuss the proper means to display names of individuals that donate to the library and report back to the Board.

Mr. Jacobsen also reported he spoke to Mr. Casey Interim City Manager on the status of the replacement of the HVAC System at the Library and the consulting firm is in the process of rewriting the evaluation of the system.

At the Board's request Mr. Jacobsen will schedule various members of each department to speak at upcoming meetings so that the Board might assist the individuals with their endeavors.

COMMITTEE REPORTS

Building and Grounds: No meeting had been held.

Budget & Finance: Ms. Escobar reported the committee met with the Director and are presenting for the Board's approval the 2008 Library Budget. (copy attached to minutes) Mr. Brown moved to approve the 2008 Budget as presented. Mr. Crane seconded the motion. Unanimously approved.

The committee discussed Englewood Cliffs' contract for 2008, which represents a reduction based on the lower percentage of circulation by Englewood Cliffs patrons and the reduced tax support in 2007 by the City of Englewood. A census was taken and the Board asked that the Englewood Cliffs Contract Committee meet to discuss an alternative way to figure a payment schedule for the upcoming year.

Mr. Jacobsen reported that a meeting with Interim City Manager Casey is scheduled for February 22, 2008 to discuss the City Budget for the Library.

Personnel & Labor Negotiations: Mr. Brown reported that the Personnel Committee will meet on February 26, 2008 to discuss two grievances brought before the committee. A report will be given at the March Board Meeting.

Mr. Brown also reported that the Labor Negotiations are moving along and the next meeting is scheduled for March.

Program & Development: A meeting will be set up for the committee to discuss future programs and how to handle plaques for donations made to the library.

Englewood Cliffs Contract: The Committee had no meeting in January.

Library/School Partnership: A new Chairperson will be appointed after Dr. Segal appoints his alternate to the Board.

PERSONNEL ACTIONS

Mr. Brown moved to approve the Personnel Actions, dated February 19, 2008; seconded by Mr. Crane. Unanimously approved.

COMMUNICATIONS

The suggestion box and publicity folder were available for the Board to view.

OLD BUSINESS

None

NEW BUSINESS

Ms. Green reported at the School Board Meeting it was reported that the Board of Education will be doing a Strategic Plan. Ms. Green asked that the Library look into being a part of the Plan.

COMMENTS FROM THE PUBLIC

None

DATE OF NEXT MEETING

The next Board meeting will take place on, Tuesday, March 18, 2008 at 7:30 P.M.

ADJOURNMENT

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

Respectfully Submitted,

Charlene Scaringello for
Carolyn Sekas, Secretary