

ENGLEWOOD PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES OF MEETING OF JUNE 17, 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; Arnold Brown, Gerald Crane, Jerome Ozer, Debra Trachtenberg. Absent: Carolyn Sekas, Gloria Escobar and Doug Walden ADMINISTRATION: Donald Jacobsen, Director and Charlene Scaringello, Administrative Secretary.

CALL TO ORDER – ROLL CALL

The meeting was CALLED TO ORDER at 7:40 p.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. Ozer moved to accept the minutes of the May 20, 2008 meeting as presented. Ms. Trachtenberg seconded the motion. Unanimously approved. Mr. Brown abstained from motion because of absence at the May meeting.

TREASURER'S REPORT

In Ms. Escobar's absence Mr. Jacobsen reviewed the Treasurer's Report for June and asked for a motion to approve the expenses of \$26,375 from the Library General Fund Account and \$447 from State Aid Account. Mr. Brown moved, seconded by Mr. Crane. Unanimously approved.

Mr. Jacobsen confirmed that the library will begin its Sunday opening starting September 14 with no telephone service in order to keep the library functioning smoothly with the limited staffing.

DIRECTOR'S REPORT

Mr. Jacobsen announced due to schedule conflicts there will be no Director's report this month, but a report will be made at the July board meeting covering May and June.

COMMITTEE REPORTS

Building & Grounds Committee – Mr. Ozer reported that PSE&G has finished its construction in the library parking lot which included replacing the portion of the sidewalk that was destroyed during the work. Mr. Jacobsen informed the board that he was still waiting word from Ken Albert Associates and Clyde Sweatt (DPW) as to when repair of the catch basin at the end of the library driveway will take place.

Budget & Finance – In Ms. Escobar's absence Mr. Jacobsen reported there is no report from the committee.

Personnel & Labor Negotiations – Mr. Brown reported that the contract was ready to be signed once some minor corrections in the language were made to the contract.

Program & Development – Ms. Glynn met with Monica Sanchez to discuss the progress of the Citizenship Class and found that six people have already signed up for the course. Ms. Glynn announced that Ms. Sanchez and Ms. Escobar have been making progress with finalizing programs which tentatively include modeling, computer and English pronunciation classes. The committee also hopes to begin a Spanish story time for children. Ms. Glynn also noted all flyers will be done in Spanish and English.

Englewood Cliffs Contract – Mr. Jacobsen reported that the contract has been sent to Englewood Cliffs for signatures and we are awaiting payment.

Library/School Partnership – In Mr. Walden's absence there is no report. A discussion did take place on the need for students to receive aid in improving their SAT scores. Ms. Green suggested that the committee look into the SAT course being given by Michael Academy. Mr. Jacobsen reported that tutor.com is currently being reviewed by the Young Adult Librarian and help student with their studies.

PERSONNEL ACTIONS

Mr. Ozer moved to approve the June Personnel Actions as presented. Mr. Brown seconded the motion. Unanimously approved.

COMMUNICATIONS

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

OLD BUSINESS

None

NEW BUSINESS

Ms. Glynn handed out information from the New Jersey Library Trustee Association regarding legislative updates. Ms. Trachtenberg will follow up with a representative from the association as to the continuing education requirements of three hours that the library board needs to have completed.

COMMENTS FROM THE PUBLIC

David Schwalbe, Union Representative thanked the board for the prompt handling of the union negotiations and especially thanked the negotiation committee.

Mr. Jacobsen introduced Sheila Frisch, Technical Services and Nicole Williams, Reference librarian to the Trustees.

DATE OF NEXT MEETING

The next Board meeting will take place on, Tuesday, July 15, 2008 at 7:30 P.M.

ADJOURNMENT

Mr. Ozer moved that the meeting be adjourned at 8:40 pm, Ms. Glynn seconded the motion.
Unanimously approved.

Respectfully Submitted,

Charlene Scaringello for
Carolyn Sekas, Secretary