

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

CALL TO ORDER – ROLL CALL

The meeting was CALLED TO ORDER at 7:45 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 June 17, 2008 meeting as presented. Ms. Glynn seconded the motion. Unanimously approved.

Mr. Ozer moved to accept the minutes of the June 24, 2008 special meeting as presented. Ms. Glynn seconded the motion. Unanimously approved.

TREASURER'S REPORT

Ms. Escobar reviewed the Treasurer's Report for July and asked for a motion to approve the expenses of \$18,936 from the Library General Fund Account and \$409 from State Aid Account. Mr. Crane moved, seconded by Mr. Brown. Unanimously approved.

DIRECTOR'S REPORT

Mr. Jacobsen reviewed the Director's Report for May and June 2008 adding that the literacy program received a grant of \$3,500 from the Literacy Volunteers of America. The grant will fund the hiring of an ESL teacher, and help with some of the expenses of buying manuals for teachers and their students.

Mr. Jacobsen reported that the bidding has gone out for the replacement of the library's HVAC system, the City of Englewood has set July 22, 2008 for the bid opening.

On behalf of the library Mr. Jacobsen would like to thank student volunteers, Olivia Guidera, Brandon Nesfield, Dorit Finkle, and Libby Ward for all their assistance during the past month.

COMMITTEE REPORTS

Building & Grounds Committee – Mr. Ozer reported while entering the library via the front entrance he noticed that the bricks were chipped, the railing is misaligned and the library sign is unsightly. Mr. Ozer suggested that the sign be removed and repairs be done to improve the façade.

Program & Development – Ms. Escobar reported the committee is moving along and would like to set up a meeting to finalize plans in order to have the projects start in September. Ms. Escobar also reported that the citizenship classes have already started and the classes are being favorably attended. Along with Monica Sanchez, Paul Shaver has volunteered to teach students on taking the citizenship tests. Mr. Crane will coordinate with Mayor Wildes office on scheduling a reception to honor those students that participated in the citizenship class and received their citizenship. Mr. Crane will also contact the Mayor's office in getting a letter introducing Ms. Escobar as an Englewood Library Trustee as she reaches out to the businesses in Englewood asking for sponsorship with future library projects.

Englewood Cliffs Contract – Mr. Jacobsen reported the library returned the signed voucher to Englewood Cliffs and payment will be received within the next couple of months.

Library/School Partnership – In Mr. Walden's absence Mr. Jacobsen reported that the library signed a contract with Tutor.com allowing the project to begin.

Mr. Jacobsen informed the board that the Englewood Rotary will be giving a donation of \$5,000 which will allow fifteen students to participate in the SAT Helper Online Program.

PERSONNEL ACTIONS

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

COMMUNICATIONS

The suggestion box and publicity folder were available for the Board to view. Ms. Green reported that a patron approached her commenting that the new book display was not being kept current. Mr. Jacobsen stated that books in the display area are kept current, books that are considered "hot" books are kept current for a longer period of time.

After attending the training workshop for future literacy tutors Ms. Green congratulated Paul Shaver and Grace Colaneri on the excellent job they are doing with the training the tutors.

OLD BUSINESS

None

NEW BUSINESS

A review was done and it was found that the library is following the guidelines for the Continuing Education Requirement set by the State Library. Ms. Green thanked Ms. Trachtenberg for her assistance in receiving the information to support the guidelines.

COMMENTS FROM THE PUBLIC

None

DATE OF NEXT MEETING

The next Board meeting will take place on, Tuesday, September 16, 2008 at 7:30 P.M.

ADJOURNMENT

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

Respectfully Submitted,

Charlene Scaringello for
Carolyn Sekas, Secretary