

ENGLEWOOD PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES OF MEETING OF SEPTEMBER 16, 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 and Richard Segall. Absent: Gloria Escobar, Carolyn Sekas, Debra Trachtenberg. ADMINISTRATION: Donald Jacobsen, Director and Charlene Scaringello, Administrative Secretary.

CALL TO ORDER – ROLL CALL

The meeting was CALLED TO ORDER at 7:32 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 July 15, 2008 meeting as presented. Mr. Crane seconded the motion. Unanimously approved.

TREASURER'S REPORT

In Ms. Escobar's absence Mr. Jacobsen reviewed the Treasurer's Report for July/August and asked for a motion to approve the expenses of \$38,632 from the Library General Fund Account and \$933 from State Aid Account. Mr. Crane moved, seconded by Mr. Brown. Unanimously approved.

DIRECTOR'S REPORT

Mr. Jacobsen reviewed the Director's Report for July/August 2008 and reported that the City of Englewood awarded the contract for replacement of the Library's HVAC system to Centralpack Engineering. Work should begin in October with little disruption to the Library's daily operation.

Mr. Jacobsen reported that the library opened on September 14<sup>th</sup> for the first time with limited staffing and no telephone service. There is a recorded announcement informing callers that the library is open.

Mr. Jacobsen announced that students have already started using Tutor.com's Live Homework Helper in the library and a monthly usage report will be provided from Tutor.com.

### COMMITTEE REPORTS

Building & Grounds Committee – Mr. Ozer reported aside from the HVAC system the library has had no building problems. Mr. Brown asked that the library get estimates from various landscaper to beautify the outside landscape.

Program & Development – In Ms. Escobar's absence Ms. Glynn reported that a written report will be presented at the October Board Meeting showing the development of the committees projects.

Library/School Partnership – Dr. Segall was pleased to report that every teacher in the district has been informed and instructed on the Tutor.com website. Dr. Segall reported with Mr. Walden's departure Ms. Hazel Williams will be working at the High School.

Ms. Green informed the board that Ms. Sandy Greenberg had approached her asking if there were ways to get the students informed about the evening adult programs at the library. A discussion with the board followed with suggestions which included having a program guide distributed to the schools prior to the program. It was also suggested that the library program coordinator met with the school principals and work together on informing students.

### PERSONNEL ACTIONS

Mr. Brown moved to approve the September 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. Mr. Jacobsen was pleased to announce the library received donations totaling \$220 in honor of former Mayor Sandy Greenberg's Birthday.

### OLD BUSINESS

None

### NEW BUSINESS

None

COMMENTS FROM THE PUBLIC

Monica Sanchez – Reference Librarian was pleased to announce the success of the Citizenship Class held recently at the library which was attended by 12 students, one of which has since become a citizen. Ms. Sanchez hopes to continue the class enabling others to become citizens.

DATE OF NEXT MEETING

The next Board meeting will take place on, Tuesday, October 21, 2008 at 7:30 P.M.

ADJOURNMENT

Mr. Ozer moved that the meeting be adjourned at 8:20 pm, Mr. Brown seconded the motion. Unanimously approved.

Respectfully Submitted,

Charlene Scaringello for  
Carolyn Sekas, Secretary