

ENGLEWOOD PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES OF MEETING OF OCTOBER 16, 2007

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 –Present: Gerald Crane, President; Katharine Glynn, Treasurer; Shirley Green, Secretary; Arnold Brown, Gloria Escobar, Michael Polizzi, and Debra Trachtenberg. Absent: Jerome Ozer and Carolyn Sekas. 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 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.

MINUTES OF MEETINGS

Mr. Brown moved to accept the minutes of the September 18, 2007 meeting as presented. Ms. Green seconded the motion. Unanimously approved. (Ms. Escobar abstained)

TREASURER'S REPORT

Ms. Glynn presented the Treasurer's Report for September asking for a motion to approve the expenses of \$24,946 from the Library General Fund and \$313 from the State Aid Fund. Ms. Green moved to approve the September payments. Mr. Brown seconded the motion. Unanimously approved.

DIRECTOR'S REPORT

Mr. Jacobsen reviewed his report and reports from the Department Heads for the month of September. Mr. Jacobsen reported that the October Friends of the Library Book Sale was a huge success and will invite the President of the Friends to speak at the November Board Meeting. Ms. Green asked that hopefully some of the money raised at the book sale can be used towards a Scholarship for a graduating senior in 2008. Mr. Jacobsen suggested that a luncheon be given to honor the Friends that have given their all to make the sale the success it was.

Mr. Jacobsen also reported that the Surveys for Children's activities have been given out to the students of the Englewood Cliffs schools. Mr. Polizzi will coordinate with the Englewood Schools when the surveys will be given out. (Ms. Trachtenberg arrived)

COMMITTEE REPORTS

Strategic Planning Committee – Ms. Green attended the N.J. State Library Trustee Institute Seminar on September 29, 2007 and circulated to the Board information she received at the meeting. Ms. Green announced that after attending the meeting she was happy to report that trustees were right on track with the Strategic Plan they are working on. Mr. Jacobsen will inquire with City Council President Charlotte Bennett-Schoen on the best way to present the Plan to the City Council.

Building and Grounds – Mr. Jacobsen reported that Interim City Manager Robert Casey has received approval from the City Council to have an engineering consulting Firm evaluate the Library's HVAC System. Mr. Jacobsen will check with Mr. Casey as to when this will be done.

Mr. Jacobsen also reported that the elevator was out of service since Friday, October 12 and was finally repaired today.

Personnel Committee – Ms. Green reported that the committee met to discuss the letter presented to the Trustees at the September meeting and a report will be given at the November meeting by Committee Chair Mr. Ozer.

PERSONNEL ACTIONS

Ms. Glynn moved to approve the Personnel Action of October 16, 2007 as presented. The motion was seconded by Ms. Green. Unanimously approved.

COMMUNICATIONS

The publicity binder and comments from the suggestion box were circulated among the Board.

Mr. Jacobsen received correspondence from Mr. John Merlino of Spring Lane complaining of the constant noise from the air conditioning unit running day and night at what seems to be a broken state. (Copy of letter attached to minutes)

Mr. Jacobsen circulated a letter from Bobbi Lewis praising Adolfo Borromeo for having a positive attitude and treating every patron with dignity.

OLD BUSINESS

Mr. Jacobsen is still receiving late charges from the N.J. Pension that should be paid by the City of Englewood. Mr. Jacobsen sent a letter to Interim City Manager Robert Casey to inform him of the situation.

NEW BUSINESS

The 2008 Library Calendar was presented for the Board's approval. Ms. Green approved the Calendar which will include the Library closing on Saturday, July 5, 2007 at no cost to the Library. Mr. Brown seconded the motion. Unanimously approved.

Mr. Crane asked that the Board begin considering members for the Nominating Committee to elect Officers for the 2008 year.

Mr. Polizzi approached the Board for assistance in hiring a High School Librarian. Mr. Polizzi informed the Board that the Board of Education has been advertising for a Librarian for four months and only recently received two resumes which he has not seen yet. Mr. Polizzi asked if there was a Librarian already on staff with the Library who could freelance perhaps twice a week at the school for which the school would compensate the Librarian. After a discussion among the board members it was decided that Mr. Polizzi would forward a copy of requirements and benefits to Mr. Jacobsen so a decision can be reached as to whether the library can be of assistance in the search.

COMMENTS FROM THE PUBLIC

Rhonda Stewart addressed the Board.

DATE OF NEXT MEETING

The next Board meeting will take place on, November 20, 2007 at 7:30 P.M.

ADJOURNMENT

Mr. Brown moved that the meeting be adjourned at 8:40 p.m.; Mrs. Glynn seconded the motion. Unanimously approved.

Respectfully Submitted,

Charlene Scaringello for
Shirley Green, Secretary