

ENGLEWOOD PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES OF MEETING OF NOVEMBER 27, 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; Arnold Brown, Gloria Escobar, Jerome Ozer. Absent: Shirley Green, Michael Polizzi, Carolyn Sekas and Debra Trachtenberg. ADMINISTRATION: Donald Jacobsen, Director; Charlene Scaringello, Administrative Secretary.

CALL TO ORDER – ROLL CALL

The meeting was CALLED TO ORDER at 4:10 p.m. by President Crane. Adequate notice of this meeting, pursuant to the Open Public Meetings Act, was provided by a 48-hour notice on November 27, 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.

PRESENTATION

A presentation from *tutor.com* was given on November 20, 2007 date of the scheduled board meeting. Board Meeting was postponed to November 27, 2007 in order to have a quorum present for the meeting to be held.

MINUTES OF MEETINGS

Mr. Brown moved to accept the minutes of the October 16, 2007 meeting as presented. Ms. Glynn seconded the motion. Unanimously approved. (Mr. Ozer abstained)

TREASURER'S REPORT

Ms. Glynn moved to have the Treasurer's Report for October approved with expenses of \$21,481 from the Library General Fund and \$75 from the State Aid Fund. Mr. Ozer moved to approve the October payments. Unanimously approved.

DIRECTOR'S REPORT

Mr. Jacobsen reviewed his report and reports from the Department Heads for the month of October. Mr. Jacobsen informed the Board that the money supplied by the Englewood Cliffs Contract will be lower in 2008; this is due to the percentage of circulation from Englewood Cliffs. Mr. Crane felt the library should consider doing fundraisers to cover some of the expenses. Ms. Glynn felt that since the library is open and services are available for Englewood Cliffs patron that should also be considered in the formula for the library usage total.

COMMITTEE REPORTS

Finance Committee – Ms. Glynn reported that on November 20, 2007 the finance committee met to review the Library’s 2008 budget covered by the City. Ms. Glynn presented the Budget History and Proposed 2008 City Appropriation (attached to minutes) for the Boards approval. Mr. Ozer moved to approve the Proposed 2008 Budget as presented. Ms. Brown seconded the motion. Unanimously approved.

Mr. Crane and Mr. Jacobsen will visit the Ridgewood Library in January 2008 to evaluate their fundraising activities.

PERSONNEL ACTIONS

Mr. Ozer moved to approve the Personnel Action of November 20, 2007 as presented. The motion was seconded by Ms. Glynn. Unanimously approved.

COMMUNICATIONS

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

Mr. Jacobsen confirmed that all Board Members received their invitation to the City of Englewood’s reception honoring all Municipal Appointed Volunteers which will be held on December 4, 2007 at 5:30 p.m. at the Crown Plaza Hotel in Englewood.

OLD BUSINESS

Mr. Crane asked that the Library/School Partnership meet to evaluate tutor.com and give their recommendation to the Board at the next board meeting.

NEW BUSINESS

Mr. Jacobsen reported that the Sunday Salary Budget was overdrawn and asked for Board approval to close the library two Sundays in December. Mr. Brown moved to approve “The closing of Sunday, December 23, 2007 and Sunday, December 30, 2007 at no cost to the library.” Mr. Ozer seconded the motion. Unanimously approved.

COMMENTS FROM THE PUBLIC

None

DATE OF NEXT MEETING

The next Board meeting will take place on, December 18, 2007 at 7:30 P.M. Mr. Brown regrets he will not be able to attend the December meeting. A census will be taken prior to the December meeting to ensure a quorum.

ADJOURNMENT

Mr. Ozer moved that the meeting be adjourned at 5:00 p.m.; Ms. Escobar seconded the motion. Unanimously approved.

Respectfully Submitted,

Charlene Scaringello for
Shirley Green, Secretary