

ENGLEWOOD PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES OF MEETING OF DECEMBER 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; Arnold Brown, Gerald Crane, Jerome Ozer and Debra Trachtenberg. Absent: Gloria Escobar, Katharine Glynn, Richard Segall, Carolyn Sekas, ADMINISTRATION: Donald Jacobsen, Director and Charlene Scaringello, Administrative Secretary.

CALL TO ORDER – ROLL CALL

The meeting was CALLED TO ORDER at 7:53 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. Crane moved to accept the minutes of the October 21, 2008 meeting as presented. Mr. Ozer seconded the motion. Unanimously approved. (Ms. Trachtenberg not being at the October meeting abstained)

TREASURER'S REPORT

In Ms. Escobar's absence Mr. Jacobsen reviewed the Treasurer's Report for October and asked for a motion to approve the expenses of \$24,650 from the Library General Fund Account and \$432 from State Aid Account. Mr. Crane moved, seconded by Mr. Ozer. Unanimously approved.

Mr. Jacobsen also reviewed the Treasurer Report for November and asked for a motion to approve the expenses of \$24,312 from the Library General Fund Account and \$12,347 from the State Aid Account. Mr. Brown moved, seconded by Ms. Trachtenberg. Unanimously approved.

DIRECTOR'S REPORT

Mr. Jacobsen reviewed the Director's Report for October 2008 and reported that a full staff meeting was held on December 11, 2008. Community Policing Officer Kalmoeris spoke to the staff on ways to protect themselves and how to become aware of their surroundings since the library has recently had some thefts. Ms. Green felt that the City Manager should assist in setting some form of security within the library. Mr. Jacobsen assured the board that steps have been already been taken to ensure more security within the library. Mr. Jacobsen stated that once the report is done by Officer Kalmoeris the Building and Grounds Committee might need to meet with the City Manager to see how the City can interact with the library in a solution.

COMMITTEE REPORTS

Building & Grounds Committee – Mr. Ozer reported that work is progressing on the HVAC installation and the library will be closed for four days to allow for the new chimney work to be done.

Budget and Finance Committee – Mr. Jacobsen reported he met with the City Manager and Finance Officer and will probably have a \$50,000 cut from the proposed 2009 budget, being there was a retirement within the staff and by not immediately filling the position it will allow some flexibility.

Personnel & Labor Management – Mr. Brown reported that the committee has met with Union representative in response to the safety issues within the library. The next labor/management meeting will be the end of January in order to improve our labor relationships.

Ms. Green appointed the following board member to head the 2009 Nominating Committee:

Mr. Ozer – Chairperson
Mr. Brown
Mr. Crane

PERSONNEL ACTIONS

Mr. Ozer moved to approve the November and December Personnel Actions as presented. Mr. Crane seconded the motion. Unanimously approved.

Mr. Brown moved to reopen the Union contract to create a line in the contract for the position Head of Circulation with a salary of \$53,000. Ms. Trachtenberg seconded the motion. Unanimously approved.

Mr. Brown asked for a motion to approve the hourly rates for pages and hourly librarians and unclassified full time staff salary increase for 2009 (see attached). Mr. Ozer moved to approve the increases as presented. Mr. Crane seconded the motion. Unanimously approved.

Mr. Brown asked for a motion to approve the Director's base salary for 2009 to \$111,220. Mr. Ozer moved to approval the salary increase. Mr. Crane seconded the motion. Unanimously approved.

COMMUNICATIONS

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

OLD BUSINESS

A review of the meeting room policy was reviewed and no changes were needed.

NEW BUSINESS

Ms. Green asked for a motion to approve 2009 Library Budget as presented (see attached). Mr. Brown moved to accept the 2009 Library Budget, Ms. Trachtenberg seconded the motion.

Ms. Green appointed Mr. Ozer to Chair the nominating committee for 2009 officers, members of the committee are Mr. Brown and Ms. Trachtenberg.

COMMENTS FROM THE PUBLIC

None

DATE OF NEXT MEETING

At the request of the Board Members the next Board meeting will take place on, Tuesday, January 27, 2008 at 7:30 P.M.

ADJOURNMENT

Mr. Ozer moved that the meeting be adjourned at 8:41 pm, Mr. Crane seconded the motion. Unanimously approved.

Respectfully Submitted,

Charlene Scaringello for
Carolyn Sekas, Secretary