

ENGLEWOOD PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES OF MEETING OF FEBRUARY 8, 2011

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 – Katharine Glynn, President; Arnold Brown, Treasurer; Gerald Crane, Secretary; Claudine Colmenar, Magalye Matos, Shirley Green and Malva Wise-White. Absent: Gloria Escobar and Jerome Ozer. ADMINISTRATION: Donald Jacobsen, Director and Charlene Denisen, Administrative Secretary.

CALL TO ORDER – ROLL CALL

The meeting was CALLED TO ORDER at 7:30p.m.by President Glynn. 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 11, 2011 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 January 11, 2011 meeting as presented. Ms. Green seconded the motion. Unanimously approved.

TREASURER’S REPORT

Mr. Brown asked for a motion to accept the January 2011 payment of bills as presented. Ms. Wise-White moved to approve payments, Mr. Crane seconded the motion. Unanimously approved.

DIRECTOR’S REPORT

Mr. Jacobsen reported Peter Havel, Local History Librarian, has resigned to take a new position as Library Director for the Cedar Grove Library. We all wish him well and expect he will be a great success. Monica Sanchez will be responsible for the archives.

Dick Burnon will be retiring his position as Coordinator for Programming and Publicity; the end of February, and will return to the library as an hourly part time employee the first of April. (Ms. Colmenar arrived)

Mr. Jacobsen reported that the library had one closure and two delayed openings due to weather conditions. Mr. Jacobsen added that the library lot was not cleared after the February 3rd storm causing the library to close and have a delayed opening the next day, after sending various e-mails the lot was cleared and the library was reopened. Mr. Jacobsen reported that emergency closings are announced on the library’s homepage, through BCCLS and on the library telephone (ext. 518).

The library has received a proposal from Anthony Iovino of Arcari+Iovino for an assessment of the building, focusing on conditions and improvements and upgrades likely needed over the next five years. After all proposals are received they will be turned over to the Building and Grounds Committee for review.

Mr. Jacobsen announced he has met with the new Superintendent of Schools, Dr. Donald Carlisle in which he reviewed the library’s efforts to support the public schools, especially our librarians going to the schools and the programs that are held at the library.

Mr. Jacobsen thanked fellow Rotarian Joe Clyde for his kind donation of \$318 which he won in the Rotary Luncheon Lottery and presented to the library.

COMMITTEE REPORTS

Building and Grounds – In Mr. Ozer’s absence Mr. Jacobsen reported that patron’s are adjusting to the new traffic pattern with most of the signage in place.

Budget and Finance – Mr. Brown reported that the Englewood F.A.S.T. Coalition would like to see the library budget reduced \$100,000 with the reductions being made in ‘programs’. With all the proposed cuts being done to the library budget Mr. Brown encourages that all Trustees attend the City Council Budget Workshop (date to be announced).

Personnel and Labor Management – Ms. Green reported that a meeting is being held with the Union to reach an agreement on the Memorandum of Agreement between the Library and the Union. Ms. Green feels positive an agreement will be reached. (Ms. Matos arrived)

Englewood Cliffs Contract – Mr. Jacobsen reported that meeting with Englewood Cliffs officials has not been set.

Library/School Partnership – Ms. Wise-White reported that she has met with Dr. Donald Carlisle, Superintendent of Englewood Schools. Ms. Wise-White also reported the district has hired a librarian for Grieco and McCloud Elementary Schools.

PERSONNEL ACTIONS

Mr. Crane moved to approve the February Personnel Action as presented. Mr. Brown seconded the motion. Unanimously approved.

COMMUNICATIONS

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

OLD BUSINESS

None

NEW BUSINESS

Ms. Glynn circulated the committee assignments for 2011 and asked that anyone wishing a change to get back to her by Monday, February 14 so the committees can begin meeting. Ms. Glynn asked that the committees develop mission statements.

Ms. Glynn circulated the results of the Library Board’s Self Evaluation and thanked all Trustees that participated. Ms. Glynn encouraged all Trustees to take advantage of workshops offered to them.

Ms. Colmenar informed the Board of a recent movie on bullying among girls called “Finding Kind” which the Englewood Cliffs PTA presented to girls and their parents. Ms. Colmenar suggested that the Young Adult Librarian

have a program in which the movie could be incorporated. Ms. Matos informed the Board of the Bullying Committee at the Janis E. Dismus School and encouraged they work together on the project.

COMMENTS FROM THE PUBLIC

Monica Sanchez explained that all emergency closing are announced on Facebook, Twitter and the library listserv.

Amy Aynedjian noted that at Public Library Association (PLA) workshops are held for Trustees who attend.

DATE OF NEXT MEETING

The next Board meeting will take place on, Tuesday, March 8, 2011 at 7:30 P.M.

ADJOURNMENT

Mr. Brown moved that the meeting be adjourned at 8:58p.m.; Mr. Crane seconded the motion. Unanimously approved.

Respectfully Submitted,

Charlene Denisen for
Gerald Crane