

ENGLEWOOD PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES OF MEETING OF JANUARY 11, 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; Shirley Green, Magalye Matos, Jerome Ozer, Malva Wise-White
Absent: Claudine Colmenar, Gloria Escobar. ADMINISTRATION: Donald Jacobsen, Director and Charlene Denisen, Administrative Secretary.

CALL TO ORDER – ROLL CALL

The meeting was CALLED TO ORDER at 7:30 p.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 September 10, 2010 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.

REORGANIZATION:

Report of Nominating Committee – Election of Officers

Mr. Ozer reported that the Nominating Committee met prior to tonight's meeting and moved to approve the nomination of the following slate of Officers for 2011:

Katharine Glynn – President
Gloria Escobar – Vice-President
Gerald Crane – Secretary
Arnold Brown – Treasurer

Mr. Ozer moved to close the nomination of officers, Mr. Crane seconded the motion. Unanimously approved.

Mr. Brown moved to elect the Officers as presented. Mr. Crane seconded the motion. Unanimously approved.

Mr. Jacobsen administered the oath of office to the Trustees for 2011.

Schedule of Meetings

Mr. Brown moved to approve the schedule of meetings for 2011 and January 2012 as presented. Mr. Ozer seconded the motion. Unanimously approved.

February 8 August – No Meeting

March 8	September 13
April 12	October 11
May 10	November 8
June 14	December 13
July 12	January 10, 2012

Resolutions

Ms. Glynn read the resolutions regarding designation of official newspapers, creation of change funds for the cash registers, opening of the petty cash fund, and designation of banks for deposit purposes (appended to these minutes) for 2011. Ms. Green moved to approve the resolutions as read. Mr. Brown seconded the motion. Unanimously approved.

Committee Assignments

Ms. Glynn asked that Trustees contact her as to which committee they would like to serve on, a list of full committee assignments will be announced at the February meeting.

ADJOURNMENT

Mr. Ozer moved that the reorganization meeting be adjourned at 7:50 p.m.; Mr. Brown seconded the motion. Unanimously approved.

CALL TO ORDER

The meeting was CALLED TO ORDER at 7:51 p.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 September 30, 2010 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 December 14, 2010 meeting as presented. Mr. Ozer seconded the motion. Unanimously approved. (Ms. Matos and Mr. Brown abstained they were not present at the December meeting)

Mr. Brown moved to accept the minutes of the Special Meeting of December 29, 2010 as presented, Ms. Green seconded the motion. Unanimously approved. (Ms. Matos abstained not present at December meeting)

TREASURER'S REPORT

Mr. Brown asked that Mr. Jacobsen review the treasurer's report for December. Mr. Jacobsen asked for a motion to approve the December 2010 Treasurer's Report with payments of \$52,553 from LGFA Account and \$8,207 from State Aid Account. Mr. Crane moved to approve the payments as presented. Mr. Ozer seconded the motion. Unanimously approved.

Mr. Jacobsen reported that the transfer of \$31,358 from the Katz fund was transferred to the operating fund to cover salaries for the balance of 2010.

DIRECTOR'S REPORT

Mr. Jacobsen reviewed the December 2010 report. Mr. Jacobsen reported that once the additional signage is put in place the parking lot project will be completed. Ms. Green asked that caution signs be put at the entrance and exit of the parking lot. Mr. Brown asked if a no parking sign should be installed at the entrance of the library. Mr. Crane suggested that a sign with the library logo and arrow be installed help with the new parking lot traffic pattern.

The library received confirmation from the State Library that we will be receiving 10 public access computers through the Broadband Technology Opportunity Program in early summer.

The City has notified the library that the Board of Public Utilities has awarded a grant of \$20,000 to the library for energy conservation. A cost savings for electricity is expected by the installing of new bulbs and ballasts.

The estate of Jean Grushkin has left the library \$10,000 for the purchase of adult books to be known as The Jean and Philip Grushkin Holocaust Fund, and \$5,000 for The Jean and Philip Grushkin Children's Judaica Library Fund.

Katharine Glynn reported that she attended the library staff meeting this morning and found it to be interesting and informative. Ms. Glynn added that the staff has concerns over Lexus parking in the library lot not allowing sufficient parking for patrons. Ms. Glynn suggested that the Mayor Huttel be asked to reach out to Lexus on the library's behalf.

COMMITTEE REPORTS

Building and Grounds Committee – Mr. Ozer reported that with the near completion of the parking lot patrons seem to be adjusting to the new traffic pattern with no incidents.

Budget and Finance Committee – Mr. Jacobsen reported that figures need to be presented to the committee to finalize the 2011 budget, currently the library is working with the city budget based on last years figures.

Personnel and Labor Negotiations – Ms. Green presented a memorandum of agreement between the Englewood Public Library Board of Trustees and Local, 108, R.W.D.S.U., AFL-CIO. Ms. Glynn suggested that voting be done after comments from the public. Mr. Brown moved to accept the memorandum of agreement with the change article #2 to read “The parties agree to meet in June....” Ms. Green seconded the motion. Unanimously approved.

When no other committees reported Ms. Glynn added that a Development Committee be added to the committees for 2011.

PERSONNEL ACTIONS

Mr. Brown moved to approve the January 2011 personnel action as presented. Mr. Crane seconded the motion. Unanimously approved.

COMMUNICATIONS

The publicity folder and suggestions from the suggestion box were circulated to the Board.

OLD BUSINESS

None

NEW BUSINESS

Ms. Glynn encouraged that all trustees attend the monthly meetings and if at all possible notify the Administration Office if they cannot attend.

Ms. Matos encouraged all trustees and staff to participate in the Read Across America at the Quarrels School on March 1, 2011. Ms. Matos also thanked Mr. Crane for the Crane Foundation generous gift of 450 children’s books.

COMMENTS FROM THE PUBLIC

Nicole Williams (Reference Dept/Shop Stewart) addressed the board with concerns on the wording of the memorandum agreement between the Englewood Public Library Board of Trustees and Local 108, article number 2 to meet in June not July as printed. Ms. Williams also stated that article number 3 was not discussed at the meetings.

Ann Sparanese (Reference Dept/Shop Stewart) circulated to the board a copy of the memorandum of agreement that was presented at the original meeting between the labor/management committee and union. (Agreement attached to minutes)

Paul Shaver (Circulation Dept) feels that with a few finishing touches an agreement can be reached.

Jay Wolf (Technical Services) would like a no parking sign be placed at the entrance curb of the parking lot.

Monica Sanchez (Reference Dept) asked the trustees support for the Avon Valentine's Day Fundraising project. Ms. Sanchez also asked if there were any revisions on the library by-laws.

DATE OF NEXT MEETING

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

ADJOURNMENT

Mr. Ozer moved that the meeting be adjourned at 8:45 p.m.; Mr. Crane seconded the motion. Unanimously approved.

Respectfully Submitted,

Charlene Scaringello for
Gerald Crane - Secretary