

ENGLEWOOD PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES OF MEETING OF JULY 12, 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; Ann Dermansky, Shirley Green, Magalye Matos, 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 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 June 14, 2011 meeting as presented. Ms. Wise-White seconded the motion. Unanimously approved.

TREASURER'S REPORT

Mr. Brown reviewed the Treasurer's Report for June and asked for a motion to approve the expenses of \$16,456 from the Library General Fund Account and \$713 from the State Aid Account. Mr. Crane moved, seconded by Ms. Green. Unanimously approved.

Ms. Glynn asked if the increase in the employee's contribution to PERS (Public Employees Retirement System) would affect the 2011 budget. Mr. Jacobsen stated it would not affect the budget. The amount charged to the library is based on the payroll of 2009.

DIRECTOR'S REPORT

Mr. Jacobsen thanked the Trustees and Staff for their kind good wishes and was happy to report everything is in excellent working order.

Mr. Jacobsen reported the new arrangement for the reference computer area. The old computer lab will be dismantled and replaced with 6 new computer tables that will accommodate 24 PCs. The PCs are part of the Broadband Technology grant from the state.

Charlene Taylor has been promoted to Reference Department Head effective July 1, 2011 and subject to Library Board approval.

Ms. Wise-White felt the Young Adult Activities section of the Reference Department Report was very helpful in keeping the Trustees informed on the successful partnership between the library and schools. Ms. Wise-White thanked the staff for their informative department reports.

Mr. Jacobsen asked the Boards approval to open the library on September 13, 2011 at 1:00 P.M in order for staff training. Ms. Wise-White asked if credits would be issued for the Professional Development. Mr. Jacobsen will check with the Instructor and get back to the Board.

Mr. Jacobsen reported that the Englewood Library Summer Book Club and Arts Program is off to a great start with the Young Adult Librarian reporting over 30 students attending and Children's Librarian reporting 34 attendees.

COMMITTEE REPORTS

Building and Grounds Mr. Jacobsen reported that the Committee met prior to tonight's meeting to review the Architects proposals to review the library building which includes capital improvements, future repairs, and space usage for library. The proposals ranged from \$7,400 to \$23,000. Mr. Jacobsen with the committee will meet with Bonanomi & Bennett Architects whose bid is \$7,400 and David Lloyd Maron with a bid of \$8,500 to discuss the contents of their proposals.

Ms. Dermansky is concerned with the architects experience with larger building and asked if the library has on file of list of service technicians who could be called in to come immediately to do repairs. Mr. Jacobsen informed the board that there are technicians available to do any necessary heating/air conditioning, plumbing and electrical work.

Mr. Jacobsen informed the board that when power surges occur in the building it will cause the HVAC to alarm and shut the system down, Mike Hunken consultant to the library is willing to monitor the HVAC system to prevent any down time to the system.

Mr. Brown moved to hire an architect not to exceed \$8,500 to review the library building, Ms. Green seconded the motion. Unanimously approved.

Ms. Glynn asked if caution signs could be place at the entrance of the library, Mr. Jacobsen reported that the signage was being handled by the Traffic Department.

Development Committee – Mr. Crane reported that he has reviewed the foundation directory for grants and would like to meet with the committee and will report at the September meeting.

PERSONNEL ACTIONS

Mr. Crane moved to approve the July Personnel Actions as presented. Ms. Green seconded the motion. Unanimously approved.

COMMUNICATIONS

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

Mr. Jacobsen informed the board of the kind donation of \$600 from Hannah Sorkin of Tenafly who feels Englewood Public Library is her home library. Ms. Sorkin would like the donation to be used towards Children's materials.

Mr. Jacobsen received note from the All Seasons Chamber Players thanking the library for allowing them to perform at the library. To show support to the library The Seasons Chamber Players waived their honorarium.

Mr. Jacobsen asked for a motion with the board's approval to support the termination of Northvale Library from the Bergen County Cooperative Libraries. Mr. Brown moved to approve the termination and removal of Northvale Library Association from membership within BCCLS; and that such termination and removal shall become effective immediately upon receipt by the System Council of resolutions from three-fourths of the member Boards of Trustees approving such termination and removal. Ms. Dermansky seconded the motion. Unanimously approved.

OLD BUSINESS

Mr. Brown reported after reviewing the Bob Griffin book collection it would benefit the library to purchase the collection at the cost of \$50,000 payable over five years. The collection was appraised at \$138,000. Mr. Brown added that the collection would be named "The Robert Griffin Collection". Mr. Brown asked for a motion to approve the purchasing of the collection. Ms. Green moved to purchase the Bob Griffin collection for the purchase price of \$50,000 with the option to pay over five years with no interest. As a tribute for offering the collection at a reasonable cost it will be named "The Robert Griffin Collection". Mr. Crane seconded the motion. Unanimously approved.

NEW BUSINESS

Ms. Glynn encouraged all board members to read the Mayor's Commission on Budget and Finance. Ms. Glynn recognizes that Mr. Jacobsen and the Building & Grounds Committee are moving forward positively with the facility maintenance. Ms. Dermansky stressed how impressed she is with the wording in the report and feels it should be a warning to the library. Ms. Glynn reported at the New Jersey Library Trustee Meeting all Trustees were encouraged to be their libraries own public relations people.

Ms. Matos feels that the New City Manager Tim Dacey has been and will continue to be receptive to the needs of the people of Englewood. Ms. Matos added that now that the Mackay Room is being rented out to various organizations the room needs to be spruced up with small improvements such as cleaning of the carpets and painting of the ceiling. It was suggested that more publicity be made to get residents to use the library, while the publicity for programs is good more publicity is needed.

Ms. Glynn asked that the By-Laws Committee research whether the library board meeting day is changed to enable Trustees to attend City Council Meeting in support of the library.

COMMENTS FROM THE PUBLIC

Paul Shaver thanked the Trustees for allowing the library to close for Staff Enrichment and added that the library should financially support employees interested in pursuing to get their Master of Library Science Degree.

DATE OF NEXT MEETING

The next Board meeting is scheduled for Tuesday, September 13, 2011 at 7:30 P.M.

ADJOURNMENT

Mr. Brown moved that the meeting be adjourned at 9:40 pm, Ms. Dermansky seconded the motion. Unanimously approved.

Respectfully Submitted,

Charlene Denisen for
Gerald Crane, Secretary