

ENGLEWOOD PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES OF MEETING OF JUNE 14, 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; Gloria Escobar, Vice-President; Gerald Crane, Secretary; Arnold Brown, Treasurer, Claudine Colmenar, Ann Dermansky, Shirley Green, Malva Wise-White. Absent: Magalye Matos. ADMINISTRATION: Charlene Denisen, Administrative Secretary.

CALL TO ORDER – ROLL CALL

The meeting was CALLED TO ORDER at 7:35 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 May 10, 2011 as presented. Mr. Brown seconded the motion. Unanimously approved.

TREASURER'S REPORT

Mr. Brown moved to accept the Treasurer's Report for May 2011 with the expenses of \$14,413 from the Library General Fund Account. Mr. Crane seconded the motion. Unanimously approved.

DIRECTOR'S REPORT

In Mr. Jacobsen's absence Ms. Glynn reviewed the Director's Report for June 2011 reporting that proposals from 5 architects for formulating a 5-year capital plan with anticipated repairs and maintenance have been received. The Building and Grounds Committee will meet and review the proposals.

The Task force (Arnold Brown, Michael Shannon, Irmari Nacht, Norman Davis, and Donald Aronson) met to consider acquiring the historic materials being offered for sale by Bob Griffin. The group concluded that the library could not afford to purchase the collection and redesign space to house the collection. It was suggested that if Mr. Griffin were to donate the materials we would be willing to name the new space in his honor. He replied that he was not willing to donate. Ms. Green suggested that an inventory be done on the materials to see what materials the library already owns and if it would be worth purchasing the collection.

Jeff Kaplan, EMS Supervisor with the Englewood Fire Department, held a training workshop for interested library staff members on the use of defibrillators. The Community Chest has provided grant money to the Fire Department to place these in public buildings.

Tables have been ordered for the ten new computers we have received via the State grant, Broadband Technology Opportunities Program (BTOP). The current “lab” will be dismantled, including removal of current wiring.

Ann Sparanese and Nicole Williams attended a meeting at the Book Expo America conference in NYC, and Charlene Taylor and I will be attending a session being held at Barnes & Nobel at Riverside Square Mall. The librarians’ Technology Committee will be active in this new service. Ms. Wise-White feels an audience response survey to the E-books should be done. The survey could be done on the library’s website so the right audience can be targeted. (Ms. Escobar arrived)

COMMITTEE REPORTS

By-Laws Committee – Ms. Glynn reported that Mr. Jacobsen is in the process of researching information on the By-Laws and will report at the July board meeting.

Development Committee – Mr. Crane reported that he in the process of ordering the foundation online directory for grants, once the analysis is completed Mr. Crane will report to the Board.

Library School Partnership – Ms. Wise-White reported she attended the Re-opening of the newly enhanced Dwight Morrow High School Library.

Ms. Wise-White reported the partnership has had a successful year with the school district taking advantage of the library with classes coming to the library and librarians coming to the schools.

As soon as Ms. Wise-White receives the summer reading list she will forward it to the librarians to put on the Englewood Public Library’s Website.

Personnel & Labor Management – Ms. Green reported the Committee met with the Shop Stewarts where it was announced there was no need to continue furloughs this year.

Strategic Plan – Ms. Green reported she and Mr. Jacobsen attended the second part of the workshop offered by the State Library on strategic planning with emphasis on the topic of surplus funds must be returned to the State.

PERSONNEL ACTIONS

Mr. Brown moved to approve the May Personnel Actions as presented. Mr. Crane seconded the motion. Unanimously approved.

COMMUNICATIONS

Mr. Brown reported the Friends of the Library are holding there annual membership drive, applications are available on the library’s website, library circulation desk along with the yearly mailing.

OLD BUSINESS

Ms. Glynn reported that several trustees attended the informative trustee seminar held at Hasbrouck Heights Library. Ms. Green reported at the session she attended the focus was on Technology and the importance of libraries having an attorney. Mr. Brown agreed while the City of Englewood will be hiring an attorney to oversee union negotiations, it is important that the library also has representation. Ms. Glynn asked that Mr. Brown with the Library Director research the attorney mentioned at the trustee seminar along with local attorneys and report back at the July board meeting.

NEW BUSINESS

None

COMMENTS FROM THE PUBLIC

Mr. Wolf addressed the board stating that the signage when you enter the library parking on the Renaissance side is misleading. Mr. Wolf stated the sign should read No Left Turn instead of Do Not Enter. Mr. Wolf also stated that Lexus cars are continuing to park on the left side curb as you enter the library which would make it difficult for emergency vehicles to enter the parking lot.

Mr. Brown moved that the Building & Grounds Committee along with the Library Director and Sgt. Greely of the Englewood Police Department follow through with the parking lot signage and curb parking. Mr. Crane seconded the motion. Unanimously approved.

DATE OF NEXT MEETING

The next Board meeting will take place on, Tuesday, July 12, 2011 at 7:30 P.M.

ADJOURNMENT

Mr. Brown moved that the meeting be adjourned at 8:44 pm, Mr. Crane seconded the motion. Unanimously approved.

Respectfully Submitted,

Charlene Denisen for
Gerald Crane, Secretary