

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

CALL TO ORDER – ROLL CALL

The meeting was CALLED TO ORDER at 7:33p.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 February 8, 2011 meeting as presented. Mr. Brown seconded the motion. Unanimously approved. Mr. Ozer abstained due to absence from February meeting.

TREASURER’S REPORT

Mr. Brown presented the register report for the month of February and asked for a motion to approve the payments of 24,214.88. Ms. Wise-White moved to accept the register report as presented. Mr. Crane seconded the motion. Unanimously approved.

DIRECTOR’S REPORT

Mr. Jacobsen reviewed his report for March which included a well attended retirement reception given by the Friends of the Library for Dick Burnon.

The State’s Broadband Technology grant will be providing the library with 10 desktop computers in the late summer, early fall. The reference librarians are working on a layout in the reference area to accommodate the additional computers. (Ms. Green arrived)

The library was closed Monday, February 28, because there was no heat. According to Sander Mechanical, our HVAC maintenance contractor, a power outage on Saturday morning, shut the boiler down. Mr. Jacobsen asked Sander, with copies to the City Engineer and City Manager, to see if there is some way to be automatically alerted when the system goes down.

The Avon Fundraiser made \$350. Thanks goes to Monica Sanchez for her efforts on organizing and running this event.

Ms. Wise-White recommended that the library take advantage of local free publicity such as New York 1 to publicize library activities. Ms. Wise-White also informed the board that high school students have a production company “Eagle Eye Productions” and would be happy to film various events at the library.

Ms. Glynn asked if there was any reason for the decline in circulation. Mr. Crane feels the increase of e-book usage contributed towards the decline in circulation.

## COMMITTEE REPORTS

Budget and Finance - Mr. Brown reported the library is waiting for final approval on the budget from the City Manager and Mr. Brown would like to set up a finance committee meeting before the April Board meeting.

Building & Grounds Committee – Mr. Ozer reported that the Englewood Police will be measuring the curb line along the entrance to the library to verify whether parking is legal there.

Personnel & Labor Negotiations – Ms. Green reported the Memorandum of Agreement between the Library and the Union was finalized and signed.

Program and Development – Ms Glynn reported that the Program and Development Committee will now be known as the Development Committee. Ms. Glynn stated that Mr. Crane is working on an outline for the library foundation which is part of the Development Committee.

Englewood Cliffs Contract - Mr. Jacobsen reported that on March 7, 2011 the committee (Arnold Brown, Claudine Colmenar and Gerald Crane) met with Mayor Parisi, their Attorney and City Clerk for Englewood Cliffs to discuss the 2011 contract. The proposed contract calls for Englewood Cliffs to contribute \$211,887 (based on number of Englewood Cliffs residents with library cards and usage)

Library/School Partnership – Ms. Wise-White reported that she is in the process of scheduling a meeting with the committee and will report back at the April Board Meeting. An invitation to the School Superintendent of Englewood Cliffs will be extended to join the partnership.

Strategic Planning Committee – Ms. Glynn would like to see the committee begin work as soon as the 2011 Committee Assignments are in place.

Mr. Jacobsen announced that he will be attending the workshop being offered by the State Library along with the Ivy Group on strategic planning. The workshop will be held on April 5, 2011 beginning at 9am in Clark, New Jersey. The workshop also allows one trustee to attend along with the Director. Ms. Green expressed interest in attending.

## PERSONNEL ACTIONS

Mr. Ozer moved to approve the March Personnel Action as presented. Mr. Brown seconded the motion. Unanimously approved.

Ms. Green said with the Mayor's increased concern on more volunteers in the library she feels the library might have volunteers have a more visible. Ms. Glynn also stated the Mayor has approached her with the request and hopefully the library can do a campaign to recruit more volunteers.

## COMMUNICATIONS

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

OLD BUSINESS

Ms. Colmenar reported that she had attended a presentation on bullying which featured a short film titled Finding Kind and felt the library could hold a similar program.

Ms. Green asked if a sign for the library could be installed at the corner of Palisade Avenue and 9W in Englewood Cliffs to encourage Englewood Cliffs residents to use the library. Mr. Jacobsen will check with the Englewood Cliffs City Clerk to see if it is possible.

NEW BUSINESS

None

COMMENTS FROM THE PUBLIC

None

DATE OF NEXT MEETING

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

ADJOURNMENT

Mr. Ozer moved that the meeting be adjourned at 8:40p.m.; Mr. Crane seconded the motion. Unanimously approved.

Respectfully Submitted,

Charlene Scaringello for  
Gerald Crane, Secretary