

ENGLEWOOD PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES OF MEETING OF MAY 10, 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, Gloria Escobar, Shirley Green, Jerome Ozer and Malva Wise-White. Absent: Claudine Colmenar and Magalye Matos.  
ADMINISTRATION: Donald Jacobsen, Director and Charlene Denisen, Administrative Secretary.

CALL TO ORDER – ROLL CALL

The meeting was CALLED TO ORDER at 7:30 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.

Mr. Ozer announced he would no longer be representing Mayor Huttel on the Library Board and this will be his last meeting. Mr. Ozer expressed what an honor it has been to have served on the board for over twenty years.

MINUTES OF MEETINGS

Ms. Wise-White corrected and moved the minutes of the April 12, 2011 to read under New Business ... Another parade is planned by Jabari Society Englewood... Mr. Brown seconded the motion. Unanimously approved. Mr. Ozer abstained due to absence from April meeting.

TREASURER'S REPORT

Mr. Brown presented the Treasurer's report for the month of April and asked for a motion to approve the payments of \$107,130 from the LGFA and \$1,517 from the State Aid Account. Mr. Ozer moved to accept the Treasurer's Report as presented. Mr. Crane seconded the motion. Unanimously approved.

DIRECTOR'S REPORT

Mr. Jacobsen reviewed his report for May addressing his meeting with Mike Hunken, Director of Maintenance at the Englewood Public Schools to discuss using him as a consultant when problems with the library building arise. Included in the meeting was the plan to hire an architectural firm to do a building survey and prepare a study to identify repairs and upgrades that are likely to be needed within the next 5 years. He will advise the library and review the proposals being submitted. Mr. Hunken will get back to us with a possible fee.

Time Warner is now our internet provider. After a few weeks of no wireless internet service the system is up and running at a considerably less cost than our previous provider. Thank you to Monica, Nicole and Jay for getting it all done.

The library has received the 10 desktop computers via the Broadband Technology Grant originally they were to be delivered late summer. Quotes are being received for 6 tables to replace the existing lab, which will be dismantled.

Mr. Jacobsen reported at the meeting he attended about new State law requiring libraries to return to their municipalities any unspent funds, the formula allows the library to carryover 20% of the total budget not reserved for capital expenses. The law does make it very important to have in place a capital improvement plan and transfer (with Library Board resolution) any monies available at the end of the year.

Ms. Green asked if there was anything in the Trustees By-Laws preventing non-trustees from serving on an Ad Hoc Committee. Ms. Green feels with all Mr. Ozer's knowledge on the library building and grounds he would be an asset to the committee.

Concern was raised at the low attendance of some of the library programs, one of which being some of the book clubs. The use of professional librarians running these groups in which attendance is low raises questions as to whether it is preventing the librarians from being used effectively elsewhere. It was suggested that the book club might be able to run just as well with members leading it themselves. The library will monitor the groups closely before a final decision is made.

## COMMITTEE REPORTS

Building & Grounds Committee – Mr. Ozer reported that he had been questioned recently about the unkempt landscaping. Mr. Jacobsen informed the board that Ms. Brenda Thomas has started the spring clean-up and planting. Ms. Glynn remarked how most patrons enter the library through the parking lot and do not see the full view of the landscape.

Personnel & Labor Negotiations – Ms. Green reported the committee recently met with the Union over staff concerns which included rumors circulating over privatizing custodial work and the filling of soon-to-be- vacant positions within the library. The Union also proposed that labor and management take turns hosting these meetings, with the hosting department submitting an agenda for the meetings. The next meeting date will be June 28. The committee will meet with the Union on June 7 to discuss future furloughs, as part of the agreement reached earlier in the year

Development – Mr. Crane reported the committee met on May 9<sup>th</sup> to familiarize the committee with the issues involved in establishing a fundraising program at the Englewood Public Library. This long term serious endeavor will consist of fundraising techniques, elements of fundraising, accepting and acknowledging gifts, basic staffing functions that are needed, types of gifts and the naming opportunities. A June meeting will be scheduled. Mr. Brown suggested that the fundraising be independent from the Board.

Englewood Cliffs Contract - Mr. Jacobsen reported that at Englewood Cliffs request an Invoice for partial payment has been submitted to them, to date no payment has been made.

Library/School Partnership – Ms. Wise-White reported that the committee, along with Englewood School Librarians, and the Children and Young Adult Librarians met on May 5<sup>th</sup> with a successful meeting. The School Librarians will see that students are encouraged to get library cards and hope to have the library bar codes be put on the student's current school IDs. The library will distribute to the school all programs available, in turn the school will see they get posted and digitally displayed. School Librarians will be working on the summer reading list and submit it to the Young Adult and Children's Librarian so that adequate number of books will be on hand for the students. With no librarians at the McCloud and Greico schools the partnership would like to see some school programs held at the library.

Strategic Planning Committee – Ms. Green reported that she and Mr. Jacobsen found the workshop offered by the State Library on strategic planning very helpful and informative. Ms. Green stated there will be a half day session May 24 to continue the workshop dealing with mission statements and demographics of each library hometown.

## PERSONNEL ACTIONS

Mr. Ozer moved to approve the May 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.

Mr. Brown invites and encourages all Board Members to the June 18<sup>th</sup> Juneteenth Program in Overpeck Park, Leonia.

#### OLD BUSINESS

Ms. Glynn reminded the Trustees anyone interested in marching in the May 30<sup>th</sup> Memorial Day Parade the line up time will be 9:30am. Ms. Glynn reported that the library is signed up to march in the 1<sup>st</sup> Annual Juneteenth Parade on June 19<sup>th</sup>, 2011 anyone interested please see Ms. Wise-White for details.

#### NEW BUSINESS

Ms. Glynn circulated the revised By-Laws of the Board of Trustee for the Englewood Public Library and opened the floor for discussion. The updated information includes that the Board of Trustees shall consist of nine trustees, seven of whom are appointed by the Mayor, two ex-officio members (Mayor and Superintendent of Schools). The Trustees shall be expected to attend all meetings, an office may be deemed vacant if a member fails to attend four consecutive regular meetings. Ms. Glynn asked that the By-Laws reviewed further and put on the agenda for the June Board Meeting.

#### COMMENTS FROM THE PUBLIC

None

#### DATE OF NEXT MEETING

The next Board meeting will take place on, Tuesday, June 14, 2011 at 7:30 P.M.

#### ADJOURNMENT

Mr. Ozer moved that the meeting be adjourned at 8:55p.m.; Mr. Crane seconded the motion. Unanimously approved.

Respectfully Submitted,

Charlene Denisen for  
Gerald Crane, Secretary