

ENGLEWOOD PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES OF MEETING OF OCTOBER 18, 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; Claudine Colmenar, Ann Dermansky, Shirley Green, 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 7:40 p.m. by President Glynn. Adequate notice of this meeting, according to the Open Public Meeting 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

Ms. Wise-White asked the minutes be amended to read under Committee Reports: Library/School Partnership...”Ms. Wise-White will present to School Superintendent Donald Carlisle”...Mr. Crane moved to accept the minutes of the September 13, 2011 meeting as amended. Ms. Dermansky seconded the motion. Unanimously approved.

COMMENTS ON THE AGENDA

Mr. Jacobsen asked that the Treasurer Report be read after the approval of the Budget & Finance Committee Report allocating City Funds.

DIRECTOR’S REPORT

Mr. Jacobsen reviewed the Director’s Report for September 2011 and reported that a staff development program held on September 13 entitled “Going the Extra Mile: Achieving Service Excellence” led by Marie Radford, PhD was a success with all attending learning something and found value in the session. (Ms. Colmenar arrived)

The library is planning on joining with 12 other libraries in Bergen County for an enhanced ebook service. This will expand our ability to provide ebooks to patrons. The cost for better service is approximately \$5,000 and should start the first of January. The library has purchased a Barnes & Nobel Nook and is on the waiting list for a Amazon Kindle. Nichole Williams met with patrons on October 12 to familiarize them with the various readers and how ebooks work, there will be regularly scheduled sessions to meet patron needs.

The question was raised regarding the new book section and the criteria for keeping books there. Mr. Jacobsen explained that generally new books are kept in the “new book section” for 1 year, and then moved to the regular collection when they have not circulated within a month’s time. Very popular collection may remain on the new book section for a maximum of 2 years. Staff goes through the new books twice a month for pulling volumes to be changed from new to regular books.

After the BCCLS Trustee program attended by Mr. Jacobsen, Ms. Green, Ms. Glynn, Ms. Dermansky and Mr. Brown it was decided that the committee may need to reconvene to revise the by-laws based on information given by Michael Cerone, Esq. Mr. Jacobsen informed the Board that there will be an online discussion for trustees to be held on November 9, 2011.

Grace Colaneri held a workshop to train new tutors for the Literacy volunteer program, with twelve volunteers attending. Publicity for the program included coverage from NY1.

The Friends of the Library will be holding their annual book sale from October 20 thru October 23.

COMMITTEE REPORTS

Building & Grounds Committee – Mr. Brown announced that the committee met to review the City’s Library Budget based on the decision of the Board not to fill the open librarian position. The committee recommends and Mr. Brown approves the reallocation of the \$60,591 to the following budget lines:

Part Time hourly salaries	\$13,380
Books	25,000
Utilities	8,500
Other Contractual Expenses	12,064
Automation	1,647

Mr. Crane seconded the motion as presented. Unanimously approved.

TREASURER’S REPORT

Mr. Brown reviewed the Treasurer’s Report for September 2011 and asked for a motion to approve the expenses of \$23,466 from the Library General Fund Account and \$1,084 from State Aid Account. Mr. Crane moved, seconded by Ms. Dermansky. Unanimously approved.

COMMITTEE REPORTS (Continued)

Personnel & Labor Negotiations – Ms. Green stated she is in the process of finalizing the information she received from the trustees and will be ready for the committee to present to the Director his evaluation. Ms. Green informed the board that a Labor/Management meeting is scheduled for October 25.

Program and Development – Mr. Crane reviewed for the Board the steps to develop fundraising strategy for the library. (report attached to minutes) Mr. Crane added that Architect Richard Bennett’s review of the library building and the strategic plan are the first steps need for the case statement.

Strategic Plan – Ms. Green informed the board a meeting of the committee needs to be scheduled in order to brainstorm the items already gathered.

PERSONNEL ACTIONS

Mr. Brown moved to approve the October Personnel Actions as presented. Ms. Wise-White seconded the motion. Unanimously approved.

COMMUNICATIONS

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

OLD BUSINESS

None

NEW BUSINESS

Mr. Jacobsen presented the 2012 Library Calendar for the Board’s approval. Mr. Brown moved to accept the 2012 Library Calendar as presented. Mr. Crane seconded the motion. Unanimously approved. (calendar attached to minutes)

Ms. Glynn raised concern with the decrease in circulation from the previous year and asked if there was a way to see what areas need improvement in publicizing the library’s resources. Ms. Glynn reminded the board that all trustees should be promoting the library during their conversations. Ms. Wise-White added while books are the foundation of the library, things are shifting in our society and the library must keep up with the changes. Ms. Colmenar commented that some e-mails are flat and need to be pumped up. Ms. Colmenar suggested that programs highlighting children’s author might help draw people into the library. Also, Ms. Colmenar feels there should be more of an outreach to Englewood Cliffs. Ms. Dermansky added that some creative ideas are needed to be done to tackle the decline in circulation.

Ms. Wise-White asked that the signs which have photographs promoting the library programs need to be more uniformed. Ms. Wise-White added the picture clarity on some of the posters is poor.

Mr. Jacobsen informed the Board of the October 24 Mayor’s Financial Report being held at the Bergen PAC Cabaret Room. Ms. Glynn encourages all trustees to attend.

COMMENTS FROM THE PUBLIC

Jay Wolf (Head of Technical Services) suggested that increasing the DVD collection at the library would help increase the circulation count. Mr. Wolf added that the traffic signage at the library entrance on the Renaissance Office side has not been changed which is causing confusion as to the traffic pattern.

DATE OF NEXT MEETING

The next Board meeting will take place on, Tuesday, November 15, 2011 at 7:30 P.M.

ADJOURNMENT

Mr. Brown moved that the meeting be adjourned at 9: 40pm.; Mr. Crane seconded the motion. Unanimously approved.

Respectfully Submitted,

Charlene Denisen for
Gerald Crane, Secretary