

ENGLEWOOD PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES OF MEETING OF SEPTEMBER 13, 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; Claudine Colmenar, Ann Dermansky, Shirley Green. Absent: Arnold Brown, Gloria Escobar, Magalye Matos, and Malva Wise-White. ADMINISTRATION: Donald Jacobsen, Director and Charlene Denisen, Administrative Secretary.

CALL TO ORDER – ROLL CALL

The meeting was CALLED TO ORDER at 8:00 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 July 12, 2011 meeting as presented. Ms. Green seconded the motion. Unanimously approved.

TREASURER'S REPORT

In Mr. Brown's absence Mr. Jacobsen reviewed the Treasurer's Report for July and August and asked for a motion to approve the expenses of \$18,888 from the Library General Fund Account and \$64 from State Aid Account. Ms. Green moved, seconded by Ms. Colmenar. Unanimously approved.

DIRECTOR'S REPORT

Mr. Jacobsen reviewed the Director's Report for September 2011 reporting that the computer area has been rearranged to accommodate the additional 10 computers we received via State Grant. We now have 30 computers for public use and wireless capability for personal laptops. Special thanks to Monica Sanchez and Jay Wolf for undertaking the difficult task of rewiring and reloading the necessary software to get it all up and running.

Richard Bennett has been contracted to develop a facility's report and recommend repairs and improvements. He had the original plans that date back to the mid-60s scanned and now will be much more useful.

The library opened at 1pm Tuesday, September 13 in order to hold a staff development. The program which was attended by 17 full time employees was on customer service and the speaker Marie Radford, Ph.D, from Rutgers made it a successful and information program.

There were some minor problems with the AC during the summer months, which was due to power outages or interruptions which causes the AC system to be manually reset. Mr. Jacobsen has

spoken with Mike Hunken, Engineer at Englewood Public Schools, and he is willing to monitor the system for the library. Once Richard Bennett starts his review here we will meet with Mr. Hunken.

Personal friends of Ann Sparanese have initiated a fund drive to raise money to purchase materials dealing with labor history in her honor.

The library's received its copy of the 2010 annual audit of the City. Comments on the library's financial procedures were minimal, with only a note that some vouchers had not been signed properly, and that snow removal services exceeded the bid threshold. A copy is available for review.

COMMITTEE REPORT

By-Laws & Policies – Ms. Colmenar reported the committee met and reviewed the current By-Laws of the Board of Trustees asked for motion to approve changes made to the existing By-Laws of the Board of Trustees (revised By-Laws attached to minutes). Ms. Colmenar read the changes which included Section 3. The Board of Trustees shall consist of nine trustees, seven (7) of whom are appointed by the Mayor and two ex-officio members, who shall be the Mayor and the Superintendent of Schools or their alternates. Section 4 Trustees shall be expected to attend all meetings. Under NJSA 40A: 9-12, an office may be deemed vacant if a member fails to attend three consecutive or four regular meetings within a calendar year. Section 7 Notices of all meetings shall be mailed and/or emailed to Board members at least five (5) days in advance of the meeting and shall include copies of the minutes of the prior meeting and any other material pertinent to the meeting. Meetings...Section 3 Add to agenda (b) Comments on the agenda (j) Public comments. Section 6 except as herein otherwise provided, the conduct of all meetings shall be governed by Robert's Rules of Order, and conforms to the Open Public Meetings Acts NJSA 10:4. Ms. Colmenar moved to approve the changes as presented. Mr. Crane seconded the motion. Unanimously approved.

Personnel & Labor Management – Ms. Green reported that Shop Stewards for Union Local 108 had no items for the agenda and canceled the June Labor/Management meeting. Ms. Green feels that at times these meetings are not necessary. Ms. Glynn added that the meetings settle problems that might otherwise become a grievance.

Library/School Partnership – In Ms. Wise-White's absence Mr. Jacobsen informed the board that Ms. Wise-White presented to School Superintendent Donald Carlisle a list of what the library has offered to students in the past. Superintendent Carlisle will be giving any information he receives on library activities directly to the teachers to pass out to students.

Program & Development – Mr. Crane reported that the committee will meet with Mr. Bennett (Architect) in order to determine what needs of the library would benefit most from the fundraising.

Strategic Planning - Ms. Glynn gave a special Thank You to Ms. Green and Mr. Jacobsen for all their long hours spent on reviewing and putting together Strategic Plan.

Ms. Green and Mr. Jacobsen presented to the board a first draft of the Strategic Plan and highlighted areas of the plan. The first step in finalizing the strategic plan will be to hold meetings with the staff, public and trustees. Mr. Crane suggested that we reach out to the regular library users for their opinion. Ms. Dermansky was concerned with the wording under Internal Operations: Financial autonomy from City. Mr. Jacobsen explained that the City will still be funding the library but all monies will be given to the library at the beginning of the year and the library will spend

down. Mr. Jacobsen has informally discussed with the City Manager Timothy J. Dacey putting the plan into action. Ms. Glynn will be attending the Trustee Open House on October 11 and check with other libraries on if their library receives money at the beginning of the year and how it works for their library.

Ms. Green asked if the board needed to establish advisory groups to more efficiently write the strategic plan.

Ms. Dermansky questioned what legal representation if any the trustees have as volunteers for the library. Mr. Jacobsen will research and report at the October meeting.

PERSONNEL ACTIONS

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

OLD BUSINESS

Ms. Glynn asked for a motion to approve eliminating the volunteer furlough for the Director as of September 1, 2011. Mr. Crane moved to approve the motion. Ms. Green seconded the motion. Unanimously approved.

NEW BUSINESS

None

COMMENTS FROM THE PUBLIC

None

DATE OF NEXT MEETING

Ms. Glynn asked that the October Board Meeting be rescheduled to allow trustees to attend the Trustee Open House covering essential topics related to library law on October 11th.

The next Board meeting will take place on, Tuesday, October 18, 2011 at 7:30 P.M.

ADJOURNMENT

Mr. Crane moved that the meeting be adjourned at 9:10pm, Ms. Green seconded the motion. Unanimously approved.

Respectfully Submitted,

Charlene Denisen for
Gerald Crane, Secretary