

ENGLEWOOD LIBRARY BOARD OF TRUSTEES

August 20, 2018 Meeting Minutes 7:30 PM

Englewood Public Library, 31 Engle Street

Approved September 12, 2018 Board Meeting

Open Public Meeting Act

“The August 20, 2018 Regular Meeting of the Englewood Public Library Board of Trustees is now in session. In accordance with the Open Public Meetings Act, notice of this meeting appears on our Annual Schedule of Meetings. A copy of said Annual Schedule has been posted on the bulletin board in the Englewood City Hall; a copy has been filed with the City Clerk and The Record, a newspaper with a general circulation throughout the City of Englewood. At least 48 hours prior to this meeting, the Agenda thereof was similarly posted, filed and mailed to said newspaper.” Formal action may be taken at this meeting.

Call to Order and Attendance

The Board Meeting was called to order at 7:30 PM, Board President Nina Nanasi presiding.

Board Member Attendance: Nina Nanasi, President; Debra Trachtenberg, Vice-President; Ann Dermansky, Secretary; Nelida Bobe, Katharine Glynn and Devry Pazant.

Absent: Gina Leonard-Edone.

Staff Attendance: John Arthur, Director; Charlene Denisen, Administrative Assistant.

Public Comment: No comment from the public.

Secretary's Report

Ms. Nanasi asked for a motion to approve the minutes of the July 9, 2018 board meeting. Ms. Glynn moved to accept the minutes as presented, Mr. Pazant seconded the motion. Unanimously approved.

Closed Session

No closed session was held.

Personnel Discussion

Ms. Nanasi reported that ordinarily the following would be held in closed session but it was requested by the staff member being discussed for it to be discussed in open session. Ms. Nanasi asked that the Finance Committee report on their previously held meeting. Ms. Glynn reported that, given the library will be given flat funding for the fifth year in a row, the Finance Committee asked the Personal Committee to evaluate the library's staffing. Ms. Trachtenberg informed the Board that the Committee met and given the fact that the library will for the fifth or sixth year in a row have flat funding the committee recommends to the board that the position of Assistant Director for Special Projects be eliminated. Ms. Nanasi opened the floor to discussion. Since there was no discussion, Ms. Nanasi asked for a motion to eliminate the position. Ms. Trachtenberg moved the library board eliminate the position of Assistant Director for Special Projects as of September 1, 2018, with one month severance pay paid to Ms. Witherell. Ms. Glynn seconded the motion. Unanimously approved. Ms. Nanasi announced motion has been passed.

Ms. Nanasi asked if there were any comments from the public. Ms. Urdang wished to thank the board for two recent excellent hires; Mary Witherell and John Arthur. Ms. Urdang continued they both bring really high quality ideas to library and she wishes there was some way to have them work together at the Englewood Library. Ms. Urdang, as a volunteer with the Friends of the Englewood Library, feels this decision will cause a great loss for the library and had hoped that they could continue to working together.

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Personnel Discussion Continued

Ms. Witherell asked what the financial hardship was to make this decision, Mr. Eric Steinberg, Esq. informed Ms. Witherell this portion is open for opinions and comments and the Board is not required to answer questions.

Ms. Witherell asked if the Board knew this position was going to be a short term position when it was created in December 2017. Mr. Steinberg again stressed this portion is for comments.

Ms. Witherell confirmed that the Board will be paying her one month severance pay, her medical insurance with the Library will continue until September 30 and information regarding Cobra Insurance will be supplied.

Ms. Witherell asked if she will continue to have work to do until September 1. Mr. Arthur answered Ms. Witherell that he will be in touch with her to discuss ongoing responsibilities.

Personnel Action

Ms Nanasi asked for a motion to approve the August Personnel Actions. Ms. Trachtenberg moved to approve the August Personnel Actions; seconded by Ms. Glynn. Unanimously approved.

Treasurer's Report

Treasurer's Report

Mr. Arthur reviewed the July 2018 Treasurer's Report and invited the Board to ask questions. Ms. Glynn moved to approve the Treasurer's report summary for July 2018 in the amount of \$485,016. Ms. Dermansky seconded the motion. Unanimously approved. Mr. Pazant arrived 7:40pm.

July Bill List – City

Mr. Arthur reviewed the City Invoice list presented to the City of Englewood for payments. Ms. Nanasi asked for a motion to approve the July City bill list in the amount of \$145,857.95. Ms. Glynn moved; seconded by Ms. Dermansky. Unanimously approved.

July 2018 Bill List –General Fund

Mr. Arthur reviewed the July 2018 Bill List in amount of \$5,990.95 and opened the floor to questions. Ms. Trachtenberg moved to approve the report as presented, Ms. Dermansky seconded the motion. Unanimously approved. Mr. Steinberg exited the meeting at 7:50pm.

Correspondence

Mr. Arthur circulated a letter he received from Mr. Abraham Alarcon, Program Supervisor for the Englewood Public Schools thanking the library for partnering with the pilot program "Community-Based Summer Assignments Program". Mr. Alarcon gave a special thanks to librarians Donna-Lynne Cooper, Amy Aynedjian and Susan Okechukwu for being hospitable and attentive to all their needs.

Reports

Committee Report: Mr. Pazant reported that the Strategic Committee (Ms. Nanasi, Ms. Bobe, Mr. Pazant and Mr. Arthur) met on July 11, 2018. This was the first meeting of this committee and was primarily a "brainstorming/wish list" session with attendees discussing what they would like to see from our Library going forward. The library's strengths and weaknesses were also discussed. The committee agreed they would like to have the document finished by November 1, 2018.

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Director's Report: Mr. Arthur reviewed his report with the board and asked if there were any questions or comments on it. Mr. Arthur circulated the Circulation Report for July. Ms. Glynn was pleased to see an increase in programs and attendance for both Adult and Children.

Mr. Arthur submitted a grant proposal to the New Jersey Department of Labor and Workforce Development to partner with Bergen County Technical Schools to expand ESL classes. Mr. Arthur was concerned that if the library receives the grant action might have to be taken quickly and asked that a motion be made to accept an offer if one was given. Ms. Trachtenberg moved to give Library Director John Arthur the authority to accept any ESL Grant offer to library and staff with the signature of the Board President. Ms. Glynn seconded the motion. Unanimously approved.

Old Business

E-Rate Update: Mr. Arthur informed the board that the cabling on the project has been done and the next step is Spectrum to come in and finish their portion.

Library Card Sign-up Promotion Update: Library staff canvassed Englewood to get businesses to sign up to partner with the library and offer a special discount or offer throughout the entire month to anyone who shows their library card. Library staff signed up 43 businesses to participate.

New Business

Library Logo: Mr. Arthur circulated copies of new logo for the library. The board did not approve of any of the samples and gave suggestions as how they wanted the new logo to look. As the logos become available Mr. Arthur will present them for the board's approval.

Next Meeting Date

The next meeting will be Wednesday, September 12, 2018 at 7:30p.m.

Adjournment

Ms. Bobe moved to adjourn the meeting; seconded by Ms. Glynn. Unanimously approved. The meeting adjourned at 8:35 pm.

Respectfully Submitted
Charlene Denisen for
Ann Dermansky, Secretary