

ENGLEWOOD LIBRARY BOARD OF TRUSTEES

September 12, 2018 Meeting Minutes 7:30 PM

Englewood Public Library, 31 Engle Street

Approved Board Meeting 10/24/18

Open Public Meeting Act

“The September 12, 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 August 20, 2018 board meeting. Ms. Bobe moved to accept the minutes as presented, Mr. Pazant seconded the motion. Unanimously approved.

Personnel Action

Ms Nanasi asked for a motion to approve the September 12, 2018 Personnel Actions. Ms. Bobe moved to approve the September Personnel Actions; seconded by Ms. Trachtenberg. Unanimously approved. Ms. Glynn arrived at 7:45pm.

Treasurer’s Report

Treasurer’s Report

Mr. Arthur reviewed the August 2018 Treasurer’s Report and invited the Board to ask questions. Ms. Trachtenberg moved to approve the Treasurer’s report summary for August 2018 in the amount of \$485,261. Ms. Glynn seconded the motion. Unanimously approved.

August 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 August City bill list in the amount of \$127,999.53. Ms. Trachtenberg moved; seconded by Ms. Glynn. Unanimously approved.

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August 2018 Bill List –General Fund

Mr. Arthur reviewed the August 2018 Bill List in amount of \$3,018.43 and opened the floor to questions. Ms. Trachtenberg moved to approve the report as presented, Ms. Glynn seconded the motion. Unanimously approved.

Other Financial Matters

Mr. Arthur reviewed the Budget Status Report for August 31, 2018.

Correspondence

Mr. Arthur circulated the flyer for the Library's building celebration on November 4, 2018 for the 50th anniversary of the building. The board asked that the flyer read: "Please join the Friends of the Englewood Library and the Board of Trustees for a Gallery Reception." Once that is added, the flyer will be ready for distribution.

Reports

Director's Report: Mr. Arthur reviewed his report with the board and asked if there were any questions or comments on it. Ms. Glynn suggested that, with the Shakespeare performance being such a success, next year the library should coordinate with the schools which will enable students to attend.

Mr. Arthur informed the board that BCCLS is in the process of getting proposals for a consortium-wide delivery service. This would cost each library an additional \$6,000 to \$8,000 extra per year in BCCLS assessments. Taking into consideration all the problems with the delivery service the board agreed to have the Director vote yes for a consortium-wide delivery service.

Committee Report: Mr. Pazant reported that the Strategic Committee (Ms. Nanasi, Ms. Bobe, Mr. Pazant and Mr. Arthur) met on August 21, 2018. Mr. Pazant continued the committee will break down the plan into 3 phases. (copy of report attached)

Old Business

Logo – Mr. Arthur circulated samples of a new Englewood Library logo. The board asked that the suggestions they gave be implemented and the logos resubmitted to the board.

New Business

New Jersey Library Institute

Mr. Arthur informed the board that the New Jersey Library Institute will be holding Planning for Innovation in Today's Libraries Conference on Saturday, October 27, 2018.

Sick Time Law

Mr. Arthur stated that New Jersey has a new paid sick time leave for all employees. Mr. Arthur said he will research how the sick time will be implemented and report information as needed.

Friends Questions

At the September 11th Friends of the Library meeting Mr. Arthur was asked if the Trustees could designate a liaison to serve between the Friends and Board.

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The Annual BCCLS Friends Breakfast will be October 23, 2018. Friends have invited the Library Director, Library Board President and a Staff Member to attend.

Next Meeting Date

The October Meeting will be held Monday, October 15, 2018 at 7:30 pm.

Adjournment

Ms. Bobe moved to adjourn the meeting; seconded by Ms. Trachtenberg. Unanimously approved. The meeting adjourned at 8:45 pm.

Respectfully Submitted
Charlene Denisen for
Ann Dermansky, Secretary