

ENGLEWOOD LIBRARY BOARD OF TRUSTEES
November 12, 2018 Meeting Minutes 7:30 PM
Englewood Public Library, 31 Engle Street
Approved Board Meeting 12/10/18

Open Public Meeting Act

“The November 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 October 24, 2018 board meeting. Ms. Trachtenberg moved to accept the minutes as presented, Ms. Bobe seconded the motion. Unanimously approved.

Closed Session

Ms. Nanasi received correspondence that the personnel matters be held in open session. Mr. Arthur reported that Lance Krubner asked the board to approve a leave without pay beginning September 14, 2018 through March 18, 2019. Mr. Arthur confirmed that there will be coverage for the Literacy Department and it was an unpaid leave. Ms. Nanasi moved to approve the leave without pay beginning September 14, 2018 and ending March 18, 2019; Ms. Glynn seconded the motion. Unanimously approved.

Personnel Action

Ms Nanasi asked for a motion to approve the November 12, 2018 Personnel Actions. Ms. Trachtenberg moved to approve the November Personnel Actions; seconded by Mr. Pazant. Unanimously approved.

Treasurer’s Report

Treasurer’s Report

Mr. Arthur reviewed the October 2018 Treasurer’s Report and invited the Board to ask questions. Ms. Bobe moved to approve the Treasurer’s report summary for October 2018 in the amount of \$532,350. Ms. Glynn seconded the motion. Unanimously approved.

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October 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 October City bill list in the amount of \$408,004.81. Ms. Bobe moved; seconded by Ms. Glynn. Unanimously approved.

October 2018 Bill List –General Fund

Mr. Arthur reviewed the October 2018 Bill List in amount of \$6,198.18 and opened the floor to questions. Ms. Bobe 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 October 31, 2018.

Reports

President’s report: Ms. Nanasi asked for a motion to approve the 2019 Meetings for the Board of Trustees for the Englewood Public Library. Due to a conflict with the October 2019 meeting date Ms. Nanasi asked that the schedule of meeting dates be put on the November Agenda and voted on during the meeting.

Ms. Nanasi reported that the members of the Nominating Committee are Devry Pazant, Ann Dermansky and Nellie Bobe. The committee will prepare a slate of officers for 2019. It was suggested that the Board extend an invitation for a high school student to become a liaison to attend the monthly board meetings.

Director’s Report: Mr. Arthur reviewed his report with the board and asked if there were any questions or comments on it. The department reports were presented to the board.

Old Business

Strategic Plan – Ms. Nanasi asked for a motion to approve The Strategic Plane, 2019 - 2020, Englewood Library: A Place to Dream. Mr. Pazant moved to approve the plan as presented; seconded by Ms. Bobe. Unanimously approved.

Renovation/Expansion Presentation and Approval – Mr. Arthur asked for a motion to approve the Proposed Garden Level and Upper Level Plans drawn up by Arcari and Iovino that will be included in the Expansion Presentation Approval. Ms. Dermansky moved to approve the plans as presents; Mr. Pazant seconded the motion. Unanimously approved. Mr. Arthur invited all trustees to attend the presentation at the Municipal Court on Tuesday, November 20th.

New Business

Security - Mr. Arthur informed the board that he is in the process of getting quotes for security cameras to be installed in and outside the library. Mr. Arthur will be contacting the Englewood Police Department to have the library staff trained on safety precautions within the library. Mr. Arthur has contacted our current alarm monitoring company to get keychain panic alarms in addition to the permanent ones located at all service desks.

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Water Damage – Mr. Arthur reported throughout the library there is water damage, Mr. Arthur followed up with City who will fund the cost of remediation. Mr. Arthur has received one proposal to date for remediation in the amount of \$20,000 to fix the damage to the walls including taking care of discoloration. Mr. Arthur will gather all the information on whether or not the building will be open. Ms. Nanasi asked for a motion to approve the Director continuing with the clean up understanding the library might be closed with staff being reassigned. Ms. Dermansky seconded the motion. Unanimously approved.

NJ Department of Labor Eligible Training Provider List

Mr. Arthur presented the NJ Eligible Training List and asked for a motion to approve his submitting the application for NJ Eligible Training List Initial Application Packet. Ms. Glynn moved to submit the packet as presented; seconded by Ms. Trachtenberg. Unanimously approved.

Next Meeting Date

The December Meeting will be held Monday, December 10, 2018 at 7:30 pm.

Adjournment

Ms. Bohe moved to adjourn the meeting; seconded by Ms. Trachtenberg. Unanimously approved. The meeting adjourned at 8:55 pm.

Respectfully Submitted
Charlene Denisen for
Ann Dermansky, Secretary