

## **ENGLEWOOD LIBRARY BOARD OF TRUSTEES**

**December 10, 2018 Meeting Minutes 7:30 PM**

**Englewood Public Library, 31 Engle Street**

*Approved 1/2/19 Board Meeting*

### **Open Public Meeting Act**

“The December 10, 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; Gina Leonard-Edone and Katharine Glynn.

**Absent:** Nelida Bobe and Devry Pazant.

**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 November 12, 2018 board meeting. Ms. Glynn moved to accept the minutes as presented, Ms. Trachtenberg seconded the motion. Unanimously approved. Ms. Leonard-Edone was not at the November meeting and abstained.

### **Personnel Action**

Ms. Nanasi asked for a motion to approve the December 10, 2018 Personnel Actions. Ms. Trachtenberg moved to approve the December Personnel Actions; seconded by Ms. Dermansky. Unanimously approved.

### **Treasurer's Report**

#### **Treasurer's Report**

Mr. Arthur reviewed the November 2018 Treasurer's Report and invited the Board to ask questions. Ms. Trachtenberg moved to approve the Treasurer's report summary for November 2018 in the amount of \$528,918. Ms. Dermansky seconded the motion. Unanimously approved.

### **November 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 November City Bill List in the amount of \$123,145.58. Ms. Trachtenberg moved; seconded by Ms. Dermansky. Unanimously approved.

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**November 2018 Bill List –General Fund**

Mr. Arthur reviewed the November 2018 Bill List in amount of \$8,455.91 with a voided check in the amount of \$100 and opened the floor to questions. Ms. Trachtenberg moved to approve the report as presented, Ms. Dermansky seconded the motion. Unanimously approved.

**Other Financial Matters**

Mr. Arthur reviewed the Budget Status Report for November 30, 2018.

**Reports**

**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 and Ms. Trachtenberg asked if more details could be given when employees attend workshops outside the library.

Mr. Arthur reported that any Trustees whose term expires at the end of 2018 must send a letter of intent to Mayor-elect Wildes if they would like to be considered for reappointment.

Mr. Arthur confirmed that the library will be closed December 20 and 21 with staff being reassigned as approved by the Trustees at the November Board Meeting for remediation and improvements to the library.

**Update on Schools:** Ms. Leonard-Edone confirmed that Pre-K and Kindergarten is at the Quarles School. First and Seconded Graders will report to Grieco. Ms. Leonard-Edone reported that literacy will be a priority in programming. Ms. Leonard-Edone will aide in getting a student to attend the board meetings as a liaison for the school. Ms. Dermansky would like to see the Young Adult Librarian be on the search for representation.

Mr. Arthur will be attending a meeting of the Community Summit for Education committee which will be focusing on Englewood-wide education issues and is hosted by the Community Chest. The first meeting will be December 18 at the Englewood Library.

**Old Business**

**2019 Meeting Dates:** Ms. Nanasi asked for a motion to approve the 2019 Meetings for the Board of Trustees for the Englewood Public Library. Ms. Dermansky moved to accept the 2019 Meeting Dates as attached to minutes. Ms. Glynn seconded the motion. Unanimously approved. (Meeting dates are attached to minutes.)

**New Business**

**The American Library Association Dollar General Literacy Foundation:** Ms. Nanasi asked for a motion to support the Englewood Library's application for American Dream Literacy Grant. Ms. Glynn moved to send the letter of support; seconded by Ms. Trachtenberg. Unanimously approved.

**Overdrive Advantage Plus:** Mr. Arthur asked for a motion to approve the Englewood Library becoming an Advantage Plus Library. Ms. Glynn approved the motion to Englewood Library's enrollment in the Overdrive Advantage Plus at a cost of \$250 onetime fee. Ms. Leonard-Edone seconded the motion. Unanimously approved.

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**Next Meeting Date**

The January Meeting and Reorganization will be held Wednesday, January 2, 2019 at 7:30 pm.

**Adjournment**

Ms. Glynn 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

**ENGLEWOOD PUBLIC LIBRARY**  
**2019 Meetings for the Board of Trustees**

January 2	July 8
February 11	August 12
March 18	September 9
April 8	October 2
May 6	November 11
June 3	December 9

January 13, 2020

All meetings are held at the Englewood Public Library,  
31 Engle Street, Englewood, NJ 07631 at 7:30 p.m.

Approved Library Board Meeting  
January 2, 2019