

**ENGLEWOOD LIBRARY BOARD OF TRUSTEES**

**January 2, 2019 Meeting Minutes 7:30 PM**

**Englewood Public Library, 31 Engle Street**

*Approved 2/11/19 Board Meeting*

**Open Public Meeting Act**

“The January 2, 2019 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; Nelida Bobe, Secretary; Devry Pazant, Treasurer; Mayor Michael Wildes, Howard Haughton.

**Absent:** Gina Leonard-Edone.

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

**Attorney:** Eric Steinberg, Esq.

**Secretary’s Report**

Ms. Nanasi asked for a motion to approve the minutes of the December 10, 2018 board meeting. Mr. Pazant moved to accept the minutes as presented, Ms. Trachtenberg seconded the motion. Unanimously approved.

**Public Comment:** No comment from the public.

**Reorganization**

**Report of Nominating Committee:** Ms. Bobe, Chairperson of the Committee whose members included Mr. Pazant and Ms. Dermansky recommends the following slate for year 2019 Board of Trustees Officers:

President: Nina Nanasi  
Vice-President: Debra Trachtenberg  
Treasurer: Devry Pazant

Due to an unexpected vacant Secretary position, Ms. Trachtenberg nominated Nelida Bobe for Secretary; Mr. Pazant seconded the motion. Unanimously approved.

**Swearing in of New Board Member:** Ms. Nanasi administered the oath of office to Howard Haughton, newly appointed Englewood Library Trustee. Ms. Nanasi on behalf of the board welcomed Mr. Haughton.

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**Election of Officers:**

Mr. Haughton moved to approve the following slate of officers for 2019; Ms. Trachtenberg seconded the motion. Unanimously approved.

President: Nina Nanasi  
Vice-President: Debra Trachtenberg  
Treasurer: Devry Pazant  
Secretary: Nelida Bobe

**Resolutions Pursuant to the Provisions of the Open Public Meetings Act: Creation of Change Fund; Petty Cash; Designation of Depositories; Designation of Official Newspapers:**

Ms. Nanasi reviewed and asked for a motion to approve the provisions of the open public meetings act as presented. Ms. Trachtenberg moved and Mr. Pazant seconded the provisions as presented. Unanimously approved.

**Closed Session**

At 7:45pm Ms. Bobe moved and Ms. Trachtenberg seconded the motion to move out of Open Session and into Closed Session. Unanimously approved.

BE IT RESOLVED by the Board of Trustees of the Englewood Public Library, pursuant to the provisions of the Open Public Meetings Act, that the Board of Trustees meet in closed sessions to discuss the following subject matter: Sub Section 8 concerning personnel matters dealing with employment, appointment, termination or terms and conditions of employment of any person or persons, or the evaluation, promotion or disciplining of employees unless all employees involved consent to disclosure thereof.

AND BE IT FURTHER RESOLVED that, as precisely as can be determined at this time, the discussion conducted in the said closed session can be disclosed to the public upon taking final action thereon, provided disclosure shall not violate the attorney-client privilege or constitute and undue invasion of privacy.

At 8:45pm Ms. Trachtenberg moved to move out of Closed Session and into Open Sessions. Unanimously approved.

**Personnel Actions**

Ms. Nanasi asked for a motion to approve the January 2, 2019 Personnel Actions as presented. Mr. Pazant moved to approve the Personnel Actions; seconded by Ms. Bobe. Unanimously approved.

**Treasurer's Report**

**December Treasurer's Report & Bill List City**

Mr. Arthur explained to the board that due to the early meeting date the financials are not available from the bank this early in the month.

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#### **Bill List –General Fund**

Mr. Pazant reviewed the Bill List in amount of \$9,580.78 and opened the floor to questions. Ms. Trachtenberg moved to approve the report as presented, Ms. Bobe seconded the motion. Unanimously approved.

#### **Director's Report**

Mr. Arthur highlighted his December Director's Report which included activities at the library. Mayor Wildes informed the board he will be holding more interactive meetings at the library so residents will see all the library has to offer. Mayor Wildes discussed a Mayor's Essay Contest, which may be hosted at the library.

#### **Reports**

**School Report:** In Ms. Leonard-Edone's absence Mr. Arthur circulated a report sharing information with the board including Family Night at the Library.

#### **New Business**

**Read Down Your Fines** – Ms. Trachtenberg suggested that the library give the read down your fines a test run. Mr. Arthur will draw up a plan how the library could implement the plan.

**Cleaning Service 2019** - Mr. Arthur met with the finance committee and recommend hiring Vanguard Cleaning Service for an amount up to \$39,000 a year. Vanguard will be hired on a month to month basis with a savings of \$2,600 a year. Ms. Bobe moved to hire Vanguard Cleaning Service as detailed above; Ms. Trachtenberg seconded. Unanimously approved.

**Auditor 2019** – Mr. Arthur asked for the board's approval to hire Suplee, Clooney and Company as the library auditor for 2019 at the recommendation of the Finance Committee. Mr. Haughton moved to authorize the hiring of Suplee, Clooney and Company to complete the 2018 audit during 2019 at a cost of \$4,500 not to exceed \$5,000. Mr. Pazant seconded the motion. Unanimously approved.

**Hiring Library Attorney** – Mr. Haughton moved to appoint Eric Steinberg, Esq. as council for 2019 fiscal year at the rate of \$100/hr with no increase from the previous year. The motion was seconded by Ms. Bobe. Unanimously approved.

#### **Next Meeting Date**

The February Meeting will be held on Monday, February 11, 2019 at 7:30 PM.

#### **Adjournment**

Ms. Bobe moved to adjourn the meeting; seconded by Ms. Trachtenberg. Unanimously approved. The meeting adjourned at 9:15 PM

Respectfully Submitted

Charlene Denisen for  
Nelida Bobe, Secretary