

ENGLEWOOD LIBRARY BOARD OF TRUSTEES

March 18, 2019 Meeting Minutes 7:30 PM

Englewood Public Library, 31 Engle Street

Approved 4/8/19 Board Meeting

Open Public Meeting Act

“The March 18, 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; Devry Pazant, Treasurer; Stacey Rosenzweig, Howard Haughton, Katharine Glynn. Absent: Debra Trachtenberg, Gina Leonard- Edone, and Nelida Bobe.

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

Secretary’s Report

Ms. Nanasi asked for a motion to approve the minutes of the February 11, 2019 board meeting. Mr. Pazant moved to accept the minutes as presented, Dr. Rosenzweig seconded the motion. Unanimously approved.

Mr. Pazant moved to accept the minutes of the closed session of the February 11, 2019 board meeting as presented, Dr. Rosenzweig seconded the motion. Unanimously approved.

Public Comment: No comment from the public.

Closed Session

At 7:41 pm Mr. Haughton moved and Mr. Pazant 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 7:45pm Mr. Pazant moved and Mr. Haughton seconded to move out of Closed Session and into Open Sessions. Unanimously approved.

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Personnel Actions

Ms. Nanasi asked for a motion to approve the March 18, 2019 Personnel Actions as presented. Dr. Rosenzweig moved to approve the Personnel Actions; seconded by Ms. Glynn. Unanimously approved.

Treasurer's Report

February Treasurer's Report & Bill List City

Mr. Arthur reviewed the Treasurer's Report in the amount of \$568,561 and the City Bill List in the amount of \$107,548.80 and asked for a motion to approve the report as presented. Mr. Haughton moved; seconded by Dr. Rosenzweig. Unanimously approved.

Bill List –General Fund

Mr. Arthur reviewed the Bill List in amount of \$3,941.66 and opened the floor to questions. Mr. Haughton moved to approve the report as presented, Dr. Rosenzweig seconded the motion. Unanimously approved.

Other Financial Matters

Mr. Arthur asked for a motion to approve the February and March 2019 Budget Status Update for both the library checking and municipal appropriation. Mr. Haughton moved to approve the budget and municipal appropriation updates as presented; seconded by Dr. Rosenzweig. Unanimously approved.

Mr. Arthur informed the Board that the library received a donation of \$25,000 on behalf of Laura Audino, as Trustee of the James Audino Trust. This donation is a discretionary distribution and will be used as library sees fit.

Correspondence

Ms. Nanasi informed the board that Mayor Wildes received correspondence from Ms. Michele Kreisel praising the sense of leadership at the Englewood Library with John Arthur as the Director.

President's Report

Ms. Nanasi reviewed the Committee Assignments for 2019 (attached to minutes) and asked if anyone would like to be on a committee that hasn't signed up for one let her know.

Director's Report

Mr. Arthur highlighted his February's Director's Report which included Adult, Children and Teen Programs. The library's proposed budget was presented at the March 13th budget hearing at City Hall. The discussion included the proposed capital budget of \$2.5 million. The Library Construction Funding Task Force will hold their initial meeting on March 28 at 7pm and is open to anyone interested.

Friends Report: On behalf of the Friends, Mr. Arthur reported that the Friends held the First Ice Skating Fundraiser for the library and raised \$800. The Friends of the Englewood Book Sale will be April 5, 6, and 7th.

Old Business

Art Gallery Committee Policy - Mr. Arthur reviewed the Art Gallery Committee Policy and asked for a motion to approve the policy as amended. Mr. Haughton moved to approve the Art Gallery Committee Policy as amended (attached to minutes); Mr. Pazant seconded the motion. Unanimously approved.

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Wedding Policy – Mr. Arthur reviewed the Wedding Policy and asked for a motion to approve the policy as amended, including Mr. Haughton’s suggestion for Mr. Arthur to examine and report back at a future board meeting on the possibility of having security deposits for wedding ceremonies. Mr. Haughton moved to approve the Wedding Policy as amended; Mr. Pazant seconded the motion. Unanimously approved. (policy attached to minutes)

Read Away Your Fines – Mr. Arthur reviewed procedures for Read Away Your Fines (attached to minutes) and asked for a motion to approve the procedures. Mr. Haughton moved to approve Read Away Your Fines; seconded by Mr. Pazant. Unanimously approved.

New Business

Elevator – Mr. Arthur reported that the elevator is not getting level when it comes to the main floor along with other problems. The Trustees urged Mr. Arthur to put the elevator out of service. Mr. Arthur received a quote from Elevator Maintenance Company to eliminate what they say is “99%” of the problems there is still other problems that need to be addressed . Mr. Haughton moved to have a letter be sent to the City to move forward on repairs to the elevator within the next five business days or the library will take action to minimize risk and exposure to the public and seek payment. Mr. Pazant seconded the motion. Ms. Glynn abstained. Unanimously approved. The Trustees request a copy of the letter to be sent to Mayor Wildes, CFO Michael Kaufmann and City Engineer Franz Volcy.

Next Meeting Date

The March Meeting will be held on Monday, April 8, 2019 at 7:30 PM.

Adjournment

Mr. Pazant moved to adjourn the meeting; seconded by Ms. Glynn. Unanimously approved. The meeting adjourned at 9:05 PM.

Respectfully Submitted

Charlene Denisen for
Nelida Bobe, Secretary

**Committee Assignments
2019**

Finance Committee

Chair- Devry Pazant
Katharine Glynn
Nina Nanasi

Personnel Committee

Chair – Debra Trachtenberg
Howard Haughton
Katharine Glynn
Nina Nanasi

Building and Grounds/Strategic Plan

Chair – Nellie Bobe
Devry Pazant
Nina Nanasi

Development/Fundraising

Chair – Stacey Rosenzweig
Devry Pazant
Nina Nanasi

ART GALLERY COMMITTEE POLICY

The Englewood Public Library's Art Gallery Committee, a special committee established by the Englewood Library Board of Trustees, seeks artists, photographers, and exhibitors representing diverse backgrounds and themes, with a preference for Englewood and northern New Jersey artists.

Recruitment for members of the Art Gallery Committee is at the discretion of the Library Board of Trustees. Decisions on whether an artist's works will be displayed in the gallery are at the discretion of the Art Gallery Committee.

The Art Gallery Committee will consist of members of the public and at least one member of the Library Board of Trustees. The Library Director or designee and other library staff members will work with the Art Gallery Committee to bring high quality art to the library.

The Art Gallery Committee will seek applications from all members of the public, regardless of ethnic background, religion, gender identity or expression, race, age, sex, national origin, disability status, veteran status, or any other characteristics protected by federal, state, or local laws. The Englewood Library and the Leonard J. Hansen Gallery seeks to be a welcoming and inclusive space for all. Applications are subject to all federal statutes, state laws, and local ordinances.

The Art Gallery Committee seeks to select artists based solely on the merits of the artwork presented and may choose to reject submissions. If an artist's work is rejected, they are welcome to resubmit new samples of work every six months.

The trustee committee representative will chair the Art Gallery Committee, which shall always consist of an odd number of members.

Wedding Policy

The Englewood Public Library may be used as a venue for wedding ceremonies lasting less than one hour in duration, in accordance with the following:

- All weddings must be held after closing hours.
- Applications for use of the library for a wedding ceremony must be made two weeks in advance, at the discretion of the Library Director.
- The cost of rental for weddings is \$200 between Monday and Saturday and \$300 on Sunday. Rental fee must be paid by check at least one week in advance of the ceremony.
- No food or beverages of any type are permitted.
- The library will not provide speakers, power cords, extension cords, microphones, food or beverage.
- The library will provide up to 50 chairs for an additional fee of \$50.
- Ceremonies must be held on the main floor of the library only.
- Only ceremonies may be held, lasting no longer than one hour. No receptions.
- At least one member of the Englewood Library Staff, or designee from the City of Englewood, must be on premises during a ceremony.
- Acceptance of applications for use of the library for a wedding ceremony may be rejected if staffing is not available or if it conflicts with other library events or programming.

Read Away Your Fines

The Englewood Library will be instituting a Read Away Your Fines pilot program this spring during the months of April, May and June 2019. The program is intended to help children and young adults to reduce their outstanding fines so that they do not lose borrowing privileges at the library. Our goal is to support reading, creativity, curiosity and education, and we believe this program will help us to fulfill that mission.

How It Works

Englewood Library cardholders up to the age of 21 can earn a \$1 voucher to reduce fines for every 15 minutes of reading conducted in the library. There is no limit on what you read to earn vouchers. Reading Stories together will earn both participants credit for the time (if both are aged 21 or less). TO begin reading down your fines, you simply have to go to the children's desk on the lower level of the library or the reference desk on the upper level of the library, sign in with a librarian, and begin reading. When you are done, sign out with the librarian and receive the vouchers based on how long you read. The vouchers can then be used at the circulation desk on the main floor of the library to decrease to remove your fines. This program is available during all the hours and days the library is open.

Additional Rules

Vouchers cannot be applied to decrease or remove fees associated with lost or damaged items. Vouchers can only be used for fines associated with overdue items.

This program is only open to Englewood Library cardholders.