

## **ENGLEWOOD LIBRARY BOARD OF TRUSTEES**

**May 6, 2019 Meeting Minutes 7:30 PM**

**Englewood Public Library, 31 Engle Street**

*Approved 6/3/19 Board Meeting*

### **Open Public Meeting Act**

“The May 6, 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; Devry Pazant, Treasurer; Katharine Glynn, Howard Haughton, Flor Ramirez and Stacey Rosenzweig.

**Absent:** Nelida Bobe and Gina Leonard-Edone.

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

**Secretary’s Report:** Ms. Nanasi asked for a motion to approve the minutes of the April 8, 2019 board meeting. Mr. Pazant moved to approve the minutes as presented, Dr. Rosenzweig seconded the motion. Unanimously approved.

Ms. Nanasi asked for a motion to approve the minutes of the closed session of April 8, 2019. Dr. Rosenzweig moved to approve the minutes as presented; seconded by Mr. Pazant. Unanimously approved.

Ms. Nanasi asked for a motion to approve the minutes of the closed session of March 18, 2019. Mr. Pazant moved to approve the minutes; seconded by Dr. Rosenzweig. Unanimously approved.

### **Personnel Actions**

Ms. Nanasi asked for a motion to approve the May 6, 2019 Personnel Actions as presented. Mr. Pazant moved to approve the Personnel Actions; seconded by Dr. Rosenzweig. Unanimously approved. Ms. Trachtenberg arrived.

### **Treasurer’s Report**

#### **April 2019 Financial Report of Account Balances**

Mr. Arthur reviewed the April 2019 Financial Report of Account Balances and invited the Board to ask questions. Dr. Rosenzweig moved to approve the Financial Report with a closing balance of \$570,614; Ms. Glynn seconded the motion. Unanimously approved. Mr. Haughton arrived.

#### **April 2019 Bill List – City**

Mr. Arthur reviewed the City Invoice list presented to the City of Englewood for payments. Mr. Arthur asked for a motion to approve the April City bill list in the amount of \$111,360.19. Dr. Rosenzweig moved; seconded by Ms. Glynn. Unanimously approved.

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### **April 9 to May 6, 2019 Bill List –General Fund**

Mr. Arthur reviewed the April Bill List in amount of \$6,272.49 and opened the floor to questions. Dr. Rosenzweig moved to approve the report as presented, Ms. Glynn seconded the motion. Unanimously approved.

### **Correspondence**

Ms. Nanasi received correspondence from Christina Tzimas thanking David Schwalbe for all his hard work and welcoming presence on his vast range of programs for all ages.

### **Reports**

**President's Report:** Ms. Nanasi congratulated Mr. Pazant on the renaming of Elmer Place in Teaneck to Edward Pazant Place after his Father.

**Director's Report:** Mr. Arthur reviewed his report for April which included department reports and asked if there were any questions from the board. Mr. Arthur asked for the board's approval to proceed with Lynda.com at a cost of \$7,000 per year for up to 20 people. The board gave their approval on proceeding with the purchase but asked that Mr. Arthur reach out to the Friends of the Library to help with the cost. Mr. Haughton suggested making it a library, school, city project and reach out for contributions.

Mr. Arthur congratulated Young Adult Librarian Esperanza Pacheco on being named one of NJLA Emerging Leaders 2018-2019.

Mr. Arthur informed the board that the library will hold its first Criminal Record Expungement program on Wednesday, May 22 at 7PM. Northeast New Jersey Legal Services will run the program for free.

**School Report:** In Ms. Leonard-Edone absence Mr. Arthur reported that the plans are being finalized for the Quarles school "Spring into Summer" Family Night on June 5<sup>th</sup> at the library.

### **Old Business**

**Security Cameras** – Mr. Arthur will continue with the security camera set-up as outlined in the Security Camera Policy at the February Board Meeting. The cost of having the 16 cameras installed is \$4,697.75.

### **New Business**

**Approval of Audit Report** – Ms. Trachtenberg moved to approve the Report of Audit on Financial Statements for the years ended December 31, 2017 and 2016 with the request for the Auditors Ferraioli, Wielkotz, Cerullo and Cuva, PA to amend the inaccurate figures on tables A-3 page 14 and A-4 page 15; seconded by Dr. Rosenzweig. Unanimously approved.

**Fundraising** – Dr. Rosenzweig reported that a discussion has begun about having a gala as a kick off for fundraising for renovations. During the kick off we will be announcing the building renovations to be done, along with honoring people who have played a role in the library, and the fundraising that will be done. Dr. Rosenzweig announced that tentatively the gala will be held at Space in Englewood on September 5<sup>th</sup>. Dr. Rosenzweig will Chair the dinner committee. Dr. Rosenzweig asked that the trustees put together of key people from their ward that might like to serve on the committee. The cost of tickets was discussed but not finalized.

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Dr. Rosenzweig circulated a draft of guidelines for Naming and Name Recognition put together by Mr. Arthur and asked the trustees to give their opinions.

**Policy Committee** – Ms. Nanasi asked for volunteers to serve on the policy committee along with Mr. Haughton, Chair and Ms. Ramirez.

Mr. Arthur suggested that once the policy committee is formed the committee reread the Wedding Policy, Code of Conduct and Issuance and Use of a Library Borrower Card. Ms. Trachtenberg asked if pornography viewing on the computers should be included in the Code of Conduct. Mr. Arthur responded that it could be included under #3 engaging in sexual conduct. Ms. Trachtenberg also feels the code of conduct should address weapons in the library.

Mr. Arthur asked that the policy committee reevaluates the library card policy that states children must have a parent's signature it be reconsidered. Ms. Ramirez suggested an app for teens that shows where the books are located and can get information which will motivate the teens to use the library.

Mr. Arthur informed the board he is on the Strategic Planning Committee for BCCLS and the new library delivery service for the libraries will be \$9,000 no matter what the size of the library.

**Next Meeting Date**

The June Meeting will be held on Monday, June 3, 2019 at 7:30 pm.

**Adjournment**

Mr. Pazant moved to adjourn the meeting; seconded by Ms. Trachtenberg. Unanimously approved. The meeting adjourned at 8:50 pm.

Respectfully Submitted

Charlene Denisen for  
Nelida Bobe, Secretary