

ENGLEWOOD LIBRARY BOARD OF TRUSTEES

June 3, 2019 Meeting Minutes 7:30 PM

Englewood Public Library, 31 Engle Street

Approved 7/8/19 Board Meeting

Open Public Meeting Act

“The June 3, 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, Director, Charlene Denisen, Administrative Assistant.

Secretary's Report

Ms. Nanasi asked for a motion to approve the minutes of the May 6, 2019 board meeting. Mr. Haughton moved to accept the minutes as presented, Mr. Pazant seconded the motion. Unanimously approved.

Open Public Comments:

No comments from the public.

Mr. Haughton moved to suspend the meeting and reconvene at 7:45pm; seconded by Mr. Pazant. Unanimously approved.

Mr. Haughton moved to reconvene the board meeting at 7:45pm; seconded by Mr. Pazant. Unanimously approved.

Mr. Haughton moved to amend the agenda to read Treasurer's Report, Correspondence and Closed Session; Seconded by Mr. Pazant. Unanimously approved.

Treasurer's Report

Other Financial Matters - Mr. Arthur announced that the Council passed an introduced budget. Mr. Arthur thanked the City Council for including library construction and expansion funding in the introduced budget.

May 2019 Financial Report of Account Balances

Mr. Arthur reviewed the May 2019 Financial Report of Account Balances and invited the Board to ask questions. Mr. Haughton moved to approve the Financial Report with a closing balance of \$570,858; Dr. Rosenzweig seconded the motion. Unanimously approved.

Mr. Haughton suggested that the Municipal Appropriation Report Benefits and Insurance section be separated to reflect staffing cost section and property insurance.

May 2019 Bill List – City

Mr. Arthur reviewed the City Bill List presented to the City of Englewood for payments. Ms. Nanasi asked for a motion to approve the May City bill list in the amount of \$62,788.43. Mr. Haughton moved; seconded by Dr. Rosenzweig. Unanimously approved.

May 7, 2019 to June 3, 2019 Bill List –General Fund

Mr. Arthur reviewed the May 7 to June 3, 2019 Bill List in amount of \$10,530.48 and opened the floor to questions. Mr. Haughton moved to approve the report as presented, Dr. Rosenzweig seconded the motion. Unanimously approved.

Closed Session

At 7:50pm Dr. Rosenzweig moved and Ms. Glynn 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 an undue invasion of privacy.

At 7:55pm Ms. Trachtenberg moved to move out of Closed Session and into Open Sessions; Ms. Glynn seconded the motion. Unanimously approved.

Resolution 2019-09

Ms. Nanasi asked for a motion to put Resolution 2019-09 the Agenda. Dr. Rosenzweig moved to add the Resolution to the Agenda; seconded by Mr. Haughton. Unanimously approved.

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Motion to Approve Resolution

Ms. Nanasi read Resolution 2019-09: **Be it Resolved** that Esperanza Pacheco be promoted to the position of Assistant Director at the Englewood Public Library, effective June 4, 2019, at an annual salary of \$72,500.

Ms. Nanasi asked for a motion to approve the resolution as read, Ms. Trachtenberg moved; seconded by Ms. Glynn. Unanimously approved.

Personnel Actions

Ms. Nanasi asked for a motion to approve the June 3, 2019 Personnel Actions as presented. Ms. Trachtenberg moved to approve the Personnel Actions; seconded by Mr. Haughton. Unanimously approved.

Reports

Director's Report: Mr. Arthur highlighted parts of his report and asked for any questions. Mr. Arthur continued that two potentially big programs are upcoming:

Juwann Winfree of the Denver Broncos on Sunday, June 23rd and a Pride Flag Ceremony with Mayor Wildes on June 19th. Ms. Trachtenberg suggested putting a table up at events like these to encourage people to come to the library to see everything we have to offer. Mr. Arthur also commented on the success of the first Criminal Record Expungement Program which was attended by 27 people. Mr. Arthur plans on doing more programs with Northeast New Jersey Legal Services in the future.

School Report: Mr. Arthur reported that plans have been finalized for the Quarles school "Spring into Summer" Family Night on June 5th. Mr. Arthur said the tutoring on Wednesday's at the library is coming along will begin in July.

Old Business

Fundraising Update: Dr. Rosenzweig reported that the arrangements for the Library Gala are being finalized with Space. The date will be September 5, 2019 with honorees Mayor Michael Wildes, Calvin Hill, Arnold Brown and Ella Urdang. Dr. Rosenzweig reported that the event will be supported by the Friends of the Library for the Gala. Ms. Nanasi asked that the Policy and Gala Committee work together naming and name recognition policy and report back to the board for a motion.

New Business

Budget Update/Approval: Mr. Arthur reviewed the Englewood Library 2019 Budget and opened the floor for discussion. Mr. Haughton asked that the Other Contractual Services be split into separate lines to enable the board to see the dollar amount for each individual line. Ms. Nanasi asked for a motion to approve the budget pending any amendments. Mr. Pazant moved the motion; seconded by Dr. Rosenzweig. Unanimously approved.

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Potential Special Opening June 23: Mr. Arthur asked for the board's approval to open the service desks on Sunday in connection with Juwann Winfree of the Denver Bronco's program. Ms. Glynn moved to approve the opening; seconded by Mr. Pazant. Unanimously approved.

Next Meeting Date

Special Meeting Wednesday, June 12 at 6:30 pm
July meeting date: Monday, July 8, 2019 at 7:30 pm.

Adjournment

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

Respectfully Submitted

Charlene Denisen for
Nelida Bobe, Secretary