

ENGLEWOOD LIBRARY BOARD OF TRUSTEES

July 8, 2019 Meeting Minutes 7:30 PM

Englewood Public Library, 31 Engle Street

Approved Board Meeting 8/12/19

Open Public Meeting Act

“The July 8, 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; Nelida Bobe, Secretary; Katharine Glynn, Flor Ramirez. Absent: Howard Haughton, Gina Leonard- Edone, Stacey Rosenzweig and Debra Trachtenberg.

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

Secretary's Report

Ms. Nanasi asked for a motion to approve the minutes of the June 3, 2019 board meeting. Mr. Pazant moved to accept the minutes as presented, Ms. Glynn seconded the motion. Unanimously approved.

Mr. Pazant moved to accept the minutes of the June 3, 2019 Closed Session; Ms. Glynn seconded the motion. Unanimously approved.

June 12, 2019 Special Meeting

Ms. Nanasi asked for a motion to approve the minutes of the Special June 12, 2019 board meeting. Mr. Pazant moved to accept the minutes of the June 12, 2019 board meeting as presented, Ms. Bobe seconded the motion. Unanimously approved. (Ms. Glynn abstained)

Mr. Pazant moved to approve the minutes of the closed session of the June 12, 2019 board meeting; seconded by Ms. Bobe. Unanimously approved. (Ms. Glynn abstained)

Public Comment: No comment from the public.

Personnel Actions

Ms. Nanasi asked for a motion to approve the July 8, 2019 Personnel Actions as presented. Ms. Bobe moved to approve the Personnel Actions; seconded by Mr. Pazant. Unanimously approved.

Treasurer's Report

June Treasurer's Report & Bill List City

Mr. Arthur reviewed the Treasurer's Report for June 2019. Ms. Nanasi asked for a motion to approve the City Bill List in the amount of \$128,270.81 and asked for a motion to approve the report as presented. Ms. Bobe moved; seconded by Ms. Glynn. Unanimously approved.

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Bill List –General Fund 6/4/19 through 7/8/19

Mr. Arthur reviewed the Bill List in amount of \$25,455.12 and opened the floor to questions. Ms. Bobe moved to approve the bill list as presented, Ms. Glynn seconded the motion. Unanimously approved.

Other Financial Matters

Mr. Arthur informed the board at the last City Council meeting the library budget was flat funded. The Council approved \$5,000,000 in capital funding for the library. The \$5,000,000 is because of \$2.5 million from the city and \$2.5 million to account for anticipated income from the state if we are to receive the grant.

Consent Agenda

Ms. Nanasi asked for any questions on the Wedding Policy Amendment, Issuance and Use of a Library Borrower's Card Amendment, Code of Conduct Amendment and Organizational Chart (all attached to minutes). Ms. Nanasi asked for a motion to approve the Amendments as presented. Mr. Pazant moved; Ms. Bobe seconded the motion. Unanimously approved.

Director's Report

Mr. Arthur highlighted his June's Director's Report which included Adult, Children and Teen Programs. Mr. Arthur reported that the total program attendance for January to June 2019 is the highest it has been since at least 2016.

Mr. Arthur reported in order to spread the word about all the library has to offer it is continuing to have staff distribute flyers about upcoming programs at City events.

Ms. Glynn hoped that the board would consider having a Dancing Under the Stars Program on the Plaza. The dance was considered several years ago but due to a change in Administration the conversation was postponed.

School Report: Mr. Arthur reported that the main activity in the library relating to schools will be the tutoring starting in the library this week and to run for four weeks.

Friends Report: Mr. Arthur informed the board he will be attending the Friends Meeting, July 9th. Esperanza Pacheco will also be attending the meeting to formally introduce her as Assistant Director. Mr. Arthur will be thanking the Friends for their continued support of the programs for the library. Attendance for programs has increased 42.6% over 2018.

Old Business

Fundraising Update/Naming Rights: Mr. Arthur received communication from the Library Attorney Eric Steinberg regarding the Draft of the Englewood Library Guidelines for Naming and Name Recognition. Mr. Arthur is hopeful the draft would be finalized at the August Board Meeting to get supporters during the September Gala.

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New Business

Thank You Letter to Council – Ms. Nanasi asked for a motion to approve the letter thanking the Englewood City Council for their consideration of the Library Capital Funding request and their support of the library's efforts to renovate and expand the Englewood Public Library. Mr. Pazant moved to approve the letter; seconded by Ms. Bobe. Unanimously approved.

Next Meeting Date

The August Meeting will be held on Monday, August 12, 2019 at 7:30 PM.

Adjournment

Ms. Bobe moved to adjourn the meeting; seconded by Mr. Pazant. Unanimously approved. The meeting adjourned at 8:25 PM.

Respectfully Submitted

Charlene Denisen for
Nelida Bobe, Secretary

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 by certified or bank check.
- In addition to the rental fee, a security deposit in the amount of \$500 is required at least one week in advance of the ceremony. The deposit will be returned following the ceremony, unless there is damage to library property or if unexpected expenses are incurred as a result of the ceremony, including but not limited to cleaning service fees or additional staff time required for cleanup or repairs as a result of the ceremony.
- No food or beverages of any type are permitted.
- The library will not provide speakers, power cords, extension cords, or microphones.
- 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 a designee from the City of Englewood, must be on premises during a ceremony.
- Acceptance of applications for the 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.

Approved: March 18, 2019

Amended: July 8, 2019

CODE OF CONDUCT

The Englewood Public Library encourages people of all ages to visit the library. Those using the library and its resources have the right to expect a safe, comfortable environment that supports appropriate library services.

Patrons will be ejected from the Library and excluded from all Library premises and services without first being given a warning.

1. Committing any activity that violates federal, state or local statute.
2. Threatening physical harm against an individual or group.
3. Engaging in sexual conduct.
4. Being under the influence of any controlled substance or alcohol.
5. Possessing, selling, or distributing any controlled substance.
6. Concealing library materials.

The following behavior is prohibited:

- Disrupting or interfering with normal operation of library or library staff.
- Damaging library materials.
- Disobeying direction of library staff.
- Placing objects/belongings in a manner that interferes with library staff or patron use of the facility, or interferes with safe passage.
- Bringing any sports equipment, bicycles, skateboards, scooters, etc. into the building.
- Operating bicycles, roller blades, skateboards, scooters or similar devices on premises.
- Smoking or any use of tobacco on premises.
- Consuming food anywhere in the building unless part of an approved program.
- Possessing alcoholic beverages in closed or open containers.
- Bringing animals into the library, except service animals or animals that are part of an approved program. Leaving an animal tethered or unattended on premises is not permitted.

CODE OF CONDUCT

Continued

- Taking library materials into the restroom.
- Sleeping in or on library premises.

- Improper use of restrooms – not limited to bathing, shaving, washing hair or changing clothes.
- Using personal electronic equipment at a volume that disturbs others.
- Entering library with bare feet or chest.
- Offensive bodily hygiene or attire.
- Conducting unapproved meetings.
- Being verbally abusive toward library staff members or library patrons.

Further:

- All cell phones must be set to silent/vibrate alarm when inside the library. If you wish to make or take a call, please step outside the building.
- The library is not responsible for personal property. Personal items left by patrons who are not present on library property are subject to disposal. For security purposes, do not leave bags unattended.
- Patrons are not allowed to solicit, petition, canvass or sell merchandise anywhere on library property without the written consent of the Library Director.
- Photography or video recording without permission of Library Director and those being photographed anywhere on library premises is not allowed.
- Please refer to the policy for Unattended Children where applicable.

Approved December 11, 2017

Amended July 8, 2019

ISSUANCE AND USE OF A LIBRARY BORROWER'S CARD

In order to assure equal access to library materials and services by the residents of the City of Englewood, the following policy shall be in effect:

Issuance of a Library Borrower's Card

All applications for a library borrower's card must be completed in the library.

1. Residents

Any current resident of the City of Englewood who is at least four years old may complete an application for a library borrower's card. Borrower cards for residents are provided at no charge.

Proof of residency must be established using one of the following:

- Valid New Jersey driver's license with the current street address
- Lease or property deed
- Utility bill or other significant mailed item delivered via U.S. Mail. Mail addressed to a post office box number will not be accepted without a street address noted.

Applications from children between the ages of four and twelve must be signed by a parent or legal guardian residing in Englewood and providing proof of residency. The signature of the parent or legal guardian on behalf of a minor child constitutes acknowledgment of responsibility for all items charged to the card.

Applications from children between the ages of thirteen and seventeen may be signed by the child. Cards issued to anyone younger than 18 will not have privileges for checking out DVDs or Blu-Ray films.

A valid school identification card from any Englewood school, including all public, private, or charter schools, will be accepted for children between the ages of thirteen and seventeen. In lieu of a school identification, a signed letter from a teacher, guidance counselor, or administrator will suffice once verified by library staff.

The borrower's card will be issued for a three-year period and is renewable upon verification of address.

2. Non-Residents

An employee of the City of Englewood, or an employee or owner of a business located within the City of Englewood, is eligible to apply for a library courtesy borrower's card. A letter on company letterhead listing the company name, address and the individual's name will be used as proof of local employment.

Individuals who attend school in Englewood and do not live in a town with a BCCLS library, are also eligible for a courtesy card upon appropriate documentation.

Courtesy cards are issued for a one-year period and are renewable upon verification of employment or school enrollment. Courtesy borrower cards for non-residents are provided at

no charge. The use of courtesy cards is limited to materials owned by the Englewood Public Library; access to reciprocal borrowing from other libraries in BCCLS is not supported.

3. Temporary Residents

A Courtesy Card may be issued an individual who temporarily resides (one year or less) with a resident of Englewood. The applicant must produce a photo ID and an affidavit from the person with whom they reside stating the duration of stay. See above for a description of Courtesy Card privileges.

4 Library borrower cards that have been lost or damaged will be replaced for \$3.00.

Use of a Library Borrower's Card

No books or materials may be checked out without a valid borrower's card from the Englewood Public Library or from another library with which the Library has an arrangement for borrowing privileges.

A library borrower's card is non-transferable and may be used only by the person whose name appears on the card and in the computer record. Presentation of a library card to borrow library materials, or for any other library function requiring presentation of a card, constitutes representation that the presenter is the legitimate card holder. BCCLS libraries are entitled to request identification from any patron presenting a library card.

Approved December 11, 2017

Amended July 8, 2019