ENGLEWOOD LIBRARY BOARD OF TRUSTEES
September 9, 2019 Meeting Minutes 7:30 PM
Englewood Public Library, 31 Engle Street
Approved Board Meeting 10/2/19

Open Public Meeting Act
"The September 9, 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; Nelida Bobe, Secretary; Katharine Glynn, Howard Haughton, Flor Ramirez and Stacey Rosenzweig. Absent: Gina Leonard-Edone.

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 August 12, 2019 board meeting. Mr. Haughton moved to accept the minutes as presented, Mr. Pazant seconded the motion. Unanimously approved. Mr. Haughton amended the August 12, 2019 minutes to read: Mr. Haughton responded that the money raised at the fundraiser is protected by a donor-imposed Restriction, and that it would be helpful if the Friends of the Englewood Public Library would provide a letter confirming the exact amount raised along with the stated purpose for the funds and commitment to give the funds in its entirety to the Library. Mr. Haughton also stated that once we have the letter, we can record the amount on the Library’s financial statements.

Approval of Closed Session Minutes
Ms. Nanasi asked for a motion to approve the minutes of the August 12, 2019 closed session. Mr. Haughton moved; seconded by Mr. Pazant. Unanimously approved.

Public Comment: No comment from the public.

At 7:39 pm Mr. Pazant moved and Mr. Haughton seconded the motion to move out of Open Session and into Closed Session. Unanimously approved.

Closed Session

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, proved disclosure shall not violate the attorney-client privilege or constitute and undue invasion of privacy.
ENGLWOOD LIBRARY BOARD OF TRUSTEES
September 9, 2019 Meeting Minutes

At 7:46pm Ms. Trachtenberg moved to move out of Closed Session and into Open Sessions; Ms. Glynn seconded the motion. Unanimously approved.

Resolution #2019-11 – Claim
Ms. Glynn moved; seconded by Ms. Trachtenberg. Unanimously approved.

Personnel Actions
Ms. Nanasi asked for a motion to approve the September 9, 2019 Personnel Actions as presented. Mr. Haughton moved to approve the Personnel Actions; seconded by Ms. Bobe. Unanimously approved.

Treasurer’s Report
Treasurer’s Report & Bill List City
Mr. Arthur reviewed the 2019 Financial Report of Account Balances for August 2019. Ms. Nanasi asked for a motion to approve the report as presented. Ms. Bobe moved to accept the report as presented; seconded by Ms. Glynn. Mr. Arthur reviewed the City Bill List in the amount of $151,918.53 and asked for a motion to approve the report as presented. Ms. Bobe moved; seconded by Ms. Trachtenberg. Unanimously approved.

Bill List – General Fund 8/13/2019 to 9/9/2019
Mr. Arthur reviewed the Bill List in amount of $4,983.33 and opened the floor to questions. Ms. Bobe moved to approve the bill list as presented, Ms. Trachtenberg seconded the motion. Unanimously approved.

Reports
President’s Report
Ms. Nanasi thanked Dr. Rosenzweig for her leadership in the successful first fundraising event for the library. Dr. Rosenzweig asked if money raised at the fundraiser should be in a separate account to prevent accidently spending. Mr. Haughton responded that the money raised at the fundraiser is protected by a donor imposed restriction. Ms. Bobe would like to see the money raised on the libraries financial report each month.

Dr. Rosenzweig asked if the Mr. Arthur could check at the next Friends Meeting if a Trustee could be represented on their board.

Director’s Report
Mr. Arthur highlighted his August Director’s Report which included Adult, Children and Teen Programs. Mr. Arthur reported a continued increase in statistics from August 2018 to 2019 with the largest increase in children’s programs.

Mr. Arthur added that there were 187 attendees at the fundraiser along with corporate sponsorships from Visions Federal Credit Union. After all expenses the total income was approximately $10,500. Also included in the report were photographs from the event.

Friends Report
Mr. Arthur reported that he will be attending the Friends Meeting on September 10th where the main discussion will be the fundraising event. The englewoodfriends.org webpage has been completed. A thank you to Howard Haughton who set up the webpage as an Eagle Scout project.

Old Business
Fundraising Recap
Mr. Arthur mentioned that the Fundraising Committee consists of Dr. Rosenzweig and Ms. Nanasi with Mr. Arthur’s help and asked if any other Trustee would like to be on the committee. Mr. Haughton joined the committee.

Mr. Arthur would like to tie expanded operating hours with the draft of the 2020 budget.
ENGLEWOOD LIBRARY BOARD OF TRUSTEES
September 9, 2019 Meeting Minutes

New Business
Draft of 2020 Budget
Mr. Arthur reviewed the Draft of the 2020 Budget with $30,000 Proposed Increase and the Budget if it remains flat. Budget has been flat for 8 years and Mr. Arthur feels that when presenting the budget areas of increase should be targeted. Mr. Arthur feels that the library could remain open on Sunday’s year round while allowing the book budget to increase. Mr. Arthur added that the literacy coordinator position is open on the budget. Ms. Bobe was concerned with the literacy program within the library and asked if the board could receive a report of the literacy stats which would include how many students and tutors the program has and how many people are on the waiting list. There was a concern why the Children’s Room closed earlier then the library which Mr. Arthur will investigate.

Ms. Nanasi asked for a motion to approve the library of opening year round on Sundays beginning January 2020. Dr. Rosenzweig moved to approve the Sunday openings as presented; seconded by Mr. Haughton. Unanimously approved.

Memorandum of Agreement: Englewood Library and Age-Friendly Englewood
Mr. Arthur asked for a motion to approve the Memorandum of Agreement between Age-Friendly Englewood and Englewood Public Library for a Second Sunday concert series as written. Mr. Haughton moved; seconded by Dr. Rosenzweig. Unanimously approved.

Grant with New Jersey Department of Labor and Workforce Development
Mr. Arthur reviewed the grant which will provide financial aid for literacy with the board and will proceed with the program.

Next Meeting Date
The October Meeting will be held on Wednesday, October 2, 2019 at 7:30 PM.

Adjournment
Mr. Haughton moved to adjourn the meeting; seconded by Mr. Pazant. Unanimously approved. The meeting adjourned at 8:55 PM.

Respectfully Submitted
Charlene Denisen for
Nelida Bobe, Secretary