ENGLEWOOD LIBRARY BOARD OF TRUSTEES Meeting Minutes
Monday, December 9, 2019, 7:30 p.m.
Englewood Public Library
31 Engle Street, Englewood, NJ 07631
Approved Monday, January 13, 2020

ENGLEWOOD LIBRARY BOARD OF TRUSTEES - December 9, 2019 - Meeting Minutes - 7:30 p.m. Englewood Public Library, 31 Engle Street

Open Public Meeting Act

“The December 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 meeting was called to order at 7:36 p.m.

Those present were Nina Nanasi (President), Debra Trachtenberg (Vice President, arrived at 7:41pm), Katharine Glynn, Howard Haughton, Devry Pazant (Treasurer), and Stacey Rosenzweig.

Those absent were Nelida Bobe, Gina Leonard-Edone, and Flor Ramirez.

A motion was made by Dr. Rosenzweig to approve Monday, November 11, 2019’s Board Meeting Minutes, seconded by Mr. Pazant. Unanimously approved.

Staff Attendance:
John Arthur (Director) and Esperanza Pacheco (Assistant Director).

Closed Session:
At 7:38 p.m., a motion was made to move to Closed Session by Mr. Pazant, seconded by Mr. Haughton. 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, proved disclosure shall not violate the attorney-client privilege or constitute undue invasion of privacy.

At 7:42 p.m., a motion was made by Mr. Pazant to move back into Open Session, seconded by Mr. Haughton. Unanimously approved.

Personnel Actions

A motion was made by Mr. Pazant to approve the December 9, 2019 Personnel Actions, seconded by Mr. Haughton. Unanimously approved.

Budget Report (Mr. Arthur):
92% of the Annual Library Budget has been used, but the reporting is delayed as bills need to first be processed through the city. Mr. Haughton asks that we get in writing that we will not accrue any additional fees for the year of 2019 and to determine what will be paid out in 2020. The library has a grant ear-marked for books/materials, just in case.

A motion was made by Mr. Haughton to approve the budget report, seconded by Ms. Trachtenberg. Unanimously approved.

Finances (Mr. Arthur):
$101,000 is being transferred into Capital Account (Bill List): a check to the library, from the library. WASIK Inc., Heating/HVAC, has been contracted to deal with the HVAC system being clogged with sediment. Reiner’s fee was $1,300 each time the clogs needed to be cleared, so they suggested chemical treatment, which should reduce the cost of keeping the system cleared. Outdoor walkway has been repaired. Mr. Pazant asked about Elevator charges: Though sporadically functioning, it fails inspection. Service calls are constantly made. There is a standard fee to come check it out. Mr. Haughton asked about controllers on doors: New controllers are needed, as they are 51 years old. The city has pledged to put out a bid proposal for contractors to fix the controllers.

Dr. Rosenzweig made a motion to approve the Treasurer’s Report and to approve the bills list in the amount of $146,842.43 for the city bills list and $103,531.15 for the library’s checking account, seconded by Ms. Trachtenberg. Unanimously approved.

Director’s Report (Mr. Arthur):
The library’s new Library ESL Coordinator will begin on Monday, December 16, 2019. The State Library has approved an ESL Grant for the library for 2020 in the amount of $49,138. With this money, the library will purchase 15 Chromebooks and 1 smartboard to be used for ESL Grant classes as well as hire teachers and coordinators. Charlene Denisen retires at the end of December. Mr. Arthur spoke at Dwight Morrow High School (550 students) on Thursday, November 21, 2019 about library services and volunteering at the library. We received an art Grant from TD Bank for 6 classes and a gallery display with a reception. Patron computers will now shut off at quarter to closing time. NJ Minimum Wage will go up to $11 as of January 2020.

**Fines Report (Mr. Arthur/Mr. Haughton):**
After research and discussion with the policy committee, Mr. Arthur and the policy committee (Ms. Ramirez and Mr. Haughton) recommended that it would be a benefit to the library and its patrons to go fine-free. There would still be a penalty for lost/damaged items. E-mails will be generated and sent to patrons that items are automatically renewed. The library will try it for 6 months, and Mr. Arthur will report results back to the board. Amnesty on previously overdue items will be granted after the trial for the months of January and February 2020.

**Friends of the Englewood Library Report (Dr. Rosenzweig):**
Dr. Rosenzweig attended November’s Meeting on Tuesday, November 12, 2019. The meeting consisted of brainstorming for the Friends Annual Meeting on Tuesday, January 14, 2020 at 7 p.m.

**Old Business:**

**Grant with New Jersey Department of Labor and Workforce Development**
A motion was made by Mr. Pazant to accept an adult literacy grant for $49,138 and Mr. Arthur entering into a contract with the New Jersey Department of Labor and Workforce Development, seconded by Mr. Haughton. Unanimously approved.

**Cleaning Services - Resolution #2019-12**
A motion was made by Dr. Rosenzweig to authorize a contract for cleaning services with EAN Building Services, Inc., seconded by Mr. Pazant. Unanimously approved.

**New Business:**

**Administrative Assistant/Bookkeeper Job Description**
A motion was made by Mr. Haughton to approve Administrative Assistant 2020 Job Description, seconded by Dr. Rosenzweig. Unanimously approved.

2020 Meeting Dates

A motion was made by Mr. Haughton to approve Board Meetings 2020, seconded by Mr. Pazant. Unanimously approved.

Fine Free and Lending Period Policy

Mr. Haughton made a motion to approve Policy Committee’s 6-Month Fine Free Trial period (January-July 2020), seconded by Ms. Trachtenberg. Unanimously approved. Mr. Haughton made a motion to approve a One-Time Amnesty January and February 2020 (for old materials, lost/not damaged), seconded by Mr. Pazant. Unanimously approved.

Macmillan Boycott

Mr. Haughton made a motion to boycott MacMillan e-books, seconded by Ms. Nanasi. Unanimously approved.

Next Meeting:
The next meeting is scheduled for Monday, January 13, 2020 at 7:30 p.m.

Adjournment:
A motion was made by Mr. Pazant at 8:52 p.m. to adjourn the meeting, seconded by Mr. Haughton. Unanimously approved.

Respectfully Submitted by Esperanza Pacheco (Assistant Director), for Nelida Bobe, Secretary, Englewood Library Board of Trustees