ENGLEWOOD LIBRARY BOARD OF TRUSTEES Meeting Minutes
Monday, January 13, 2020, 7:30 p.m.
Englewood Public Library
31 Engle Street, Englewood, NJ 07631
Approved February 10, 2020

ENGLEWOOD LIBRARY BOARD OF TRUSTEES - January 13, 2020 - Meeting Minutes - 7:30 p.m. Englewood Public Library, 31 Engle Street

Open Public Meeting Act

“The January 13, 2020 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 7:33 p.m.

Those present were Nina Nanasi (President), Debra Trachtenberg (Vice President), Nellie Bobe, Gina Leonard-Edone, Flor Ramirez, Stacey Rosenzweig, Howard Haughton, Amy Bulluck, Devry Pazant (Treasurer) (Arrived at 7:52 p.m.)

None were absent.

A motion was made by Ms. Trachtenberg to approve Monday, December 9, 2019’s Board Minutes. Mr. Haughton seconded. Unanimously approved.

Open Public Comment. The meeting is open public comment on any item on or off the Agenda; five minutes per speaker. When recognized by the President, please state your name and address, followed by comments. Once the public hearing has been closed by the President no other comments will be allowed.

Charlene Denisen thanks John, and the Board presents her with a retirement card.

Reorganization:

Amy Jones Bulluck was sworn in as the newest Board Member.

Resolution:

Mr. Haughton made the motion to approve Resolutions 2020-1 to 2020-8. Ms. Bobe seconded. Unanimously approved.

Budget Report (Mr. Arthur):
The report shows $66,000 left unspent, which excludes utilities and book purchases. Aside from that, the library budget has been spent. The reason for the delay may be due to the fact that the city closes the finance system in early December. Mr. Arthur has requested an additional $30,000 for the library’s budget in 2020. He will present to City Council in February. As per the library auditor’s suggestion, the library has purchased three licenses for QuickBooks, which is shown in the Bill List. Mr. Arthur continues to spend on e-books, and weeding in each department continues. There has been a 32% increase in the circulation of Young Adult books.

**Treasurer’s Report (Mr. Haughton and Ms. Trachtenberg):**

Mr. Pazant, Chairman of the Nominating Committee, worked with Ms. Bobe, former chair, and they recommend keeping the same board. Mr. Haughton made a motion to approve. Ms. Leonard-Edone seconded. Unanimously approved.

**Committees:**

Ms. Bobe, will chair the Buildings and Grounds Committee. Other committees will be assigned at the February meeting.

**Director’s Report:**

There has been an 88% increase in Children’s Programs, most notably due to Guitar with Mr. John. The total Library Visitors has increased. We continue adding new programs, such as our Second Sundays Concert Series. Mr. Arthur will be attending the American Library Association Midwinter Conference from Friday, January 24 until Monday, January 27, 2020. The library has created a Video Game Survey, and so far from the responses, patrons have stated that they would use the library if we had a better video game collection. As the number of available check-outs for Englewood patrons has increased, Hoopla circulation has skyrocketed. We are expecting two ESL teachers for Grant Classes beginning in February/March. Volunteer teachers are always welcome. The next Friends of the Library Meeting is Tuesday, January 14, 2020 at 7 p.m. On January 2, our new cleaning company started, and our staff is very happy with them so far.

**School Report (Ms. Leonard-Edone):**

Parent University will take place at Grieco School on Tuesday, February 4, 2020. The library will have a table and bring a laptop for people to continue filling out our Video Game Survey. Six to seven teachers will be present from Grieco School, and twelve teachers will be present from Quarles School. It will center around social/emotional learning for students. Dinner will be served. It kicks off in the cafeteria, and there will be three sessions for parents. Theiddle school, McCloud School, and High School dates are to be announced.

**Old Business:**

2018 Audit-

Mr. Haughton made a motion to accept the audit. Mr Pazant seconded. Unanimously approved.
Elevator-

The City Engineer has had paperwork. He has reported that he is finalizing bid documents. We may be fined for not being up to code with the elevator.

New Business:

Resolution 2020-09: Attorney Fee is going up $10 an hour. Roll Call of all in favor: Ms. Bobe, Mr. Haughton, Mr. Pazant, Ms. Ramirez, Dr. Rosenzweig, Ms. Trachtenberg, Ms. Nanasi, Ms. Bullock, Ms. Leonard-Edone

Resolution 2020-10: Auditor Finance Committee oversees auditor. Roll Call of all in favor: Ms. Bobe, Mr. Haughton, Mr. Pazant, Ms. Ramirez, Dr. Rosenzweig, Ms. Trachtenberg, Ms. Bullock, Ms. Leonard-Edone

Mr. Haughton suggests the committee should advise auditing.

Ms. Bobe made a motion to approve the BCCLS Policies and Procedures. Ms. Leonard-Edone seconded. Unanimously approved.

Next Meeting:
The next meeting is scheduled for Monday, February 10, 2020 at 7:30 p.m.

Adjournment:
A motion was made by Ms. Bobe at 8:22 p.m. to adjourn the meeting, seconded by Ms. Rosenzweig. Unanimously approved.

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