

**ENGLEWOOD PUBLIC LIBRARY
BOARD OF TRUSTEES
MEETING MINUTES**

March 18, 2024

Call to Order 7:33pm

Roll Call

Trustees	Present	Absent
Nina Nanasi, President	X	
Debra Trachtenberg, Vice President	X (7:38)	
Devry Pazant, Treasurer	X	
Howard Haughton, Secretary	X	
Courtney Johnson-Suffern		X
Amy Jones Bulluck, Mayor's Alternate		X
Flor Ramirez		X
Stacey Rosenzweig	X	
Gina Edone, School Superintendent's Alternate	X	

Minutes

Mr. Haughton made a motion to table the Minutes from February 12, 2024, seconded by Dr. Rosenzweig. Unanimously approved.

Personnel Actions

Mr. Haughton made a motion to table the Personnel Actions from February 12, 2024, seconded by Dr. Rosenzweig. Unanimously approved.

Reports

Treasurer's Report

Mr. Haughton made a motion to approve the February 2024 Treasurer's Report and the Bill List, subject to audit, by Dr. Rosenzweig. Unanimously approved.

Interim Directors Report

Ms. Senedzuk shared; Albeit the shortest month, made a day longer this year thanks to Leap Day, February was a very busy month. Staff in all departments have been ordering materials, supplying patrons with new items to borrow. Staff has been busy processing and displaying said new items, watching the growing circulation numbers. New display stands on the circulation floor have given a much needed boost to the look of the department and uptick in circulation. People judge books by covers, if they see them they will borrow them.

All 20 of our Mobile Hotspots were put into durable zipper pouch bags for better wear and tear and portability, the original boxes were falling apart, the update also prevents loss prevention by keeping everything tidy and together.

Our ESL classes are going well, in person numbers are steadily growing, while the online numbers have been decreasing. A thoughtful participant sent an email to Enrique, the ESL instructor, sharing how the skills and confidence gained in the program aided them in now being gainfully employed.

BCCLS is starting a new social media presence and is launching a new campaign; One Card, Many Libraries. Each library was asked to send information and pictures about their libraries and the area in which they reside. Ms. Senedzuk will share the finished product when it is posted.

Library Assistant Kristie deRuiter has started a new drop in program called; Appy Hour, in which patrons can drop in with their tablets, phones or other devices and she will get them all set up with all of our online services.

Our monthly Department Head meeting was held and we covered a lot of ground. Staff meetings dates were set, summer reading programs were planned, and addressed concerns and suggestions. Ending with a task to remind staff to remain on top of the pick list, displays, and to encourage patrons to check out more with read-alikes and recommendations.

Ms. Senedzuk and Mrs. Gumbs have been diligently working on the extensive New Jersey State Aid annual report which is due on March 15, 2024. An update on our fire code violations; the stand pipe and its blue light were installed and functioning properly. We are working closely with the Fire Department and DPW to ensure everything is properly up to code.

Ms. Senedzuk attended the BCCLS Vega webinar on February 22, which is the new catalog system to be used consortium wide. Vega is still working out kinks as to minimizing user errors. A date to go live is to be determined. Staff training will be made available. Ms. Senedzuk also attended both the City Management meetings and City Safety meetings.

A few CPF grant updates; Mrs. Nanasi, Dr. Rosenzweig and Ms. Senedzuk had a virtual meeting with the state library on February 14, 2024 covering the next steps which include the project plan and the budget. A follow up email with answers to the frequently asked questions will be sent. Dr. Rosenzweig and Ms. Senedzuk also attended a virtual meeting with Ed Castelli, concerning the PSE&G Direct Install Program on February 15, 2024. A few of the important details given were that it is a one for one replacement program for chillers and boilers. There is no out of pocket expense, once the project is complete payments will start at 0% finance over 60 months. Cost coverage is anywhere from 40-80%. Funding is replenished every July, so we will be put in the queue. We were asked to send a copy of our latest utility bill for an assessment and a site visit will be scheduled in the next few weeks. Finally, a walk-through with Dr. Rosenzweig and Anthony Iovino was held on February 21, 2024, to go through the building and assess what spaces we are looking to renovate with the CPF grant to update his plans and technical drawings for the upcoming project plan and budget.

Committee Reports

Buildings and Grounds

Dr. Rosenzweig shared that we are currently in the approval phase with the CPF grant. We submitted our Proposed Plans and Budget Forms and are awaiting official approval. The Proposed Plans will be emailed to the Board Members for their review. Community engagement will be key in making the public aware of all of the changes that will be happening at the library, sharing how beneficial it will be for the community.

School Report

Mrs. Edone shared that the schools were providing access testing for their ESL population and the other various tests and are assessing the data to see how the scores have changed and was pleased to let us know they have improved. Interventions have been implemented in the district to see how the additional support is beneficial. Mrs. Edone shared that she is now at McCloud School, and their assessment process was the same. Ms. Senedzuk noted that she would share the library's ESL class flyers with Mrs. Edone to share with all of the parents in the district. McCloud hosted another *Right to Read* viewing, noting that

Donna-Lynne Cooper, our Head of Children's, was in attendance. A Black History Month celebration was held in the Dismus auditorium, featuring all of the schools in the district. Mrs. Edone also shared the hard news that Englewood lost a valuable teacher, Elizabeth Feliciano-Rosa, and the schools and city are grieving her passing.

Old Business

None.

New Business

Ms. Senedzuk shared that the Employee Handbook needed to reflect that; time off for unclassified employees is the same as Union employees.

Ms. Senedzuk shared a proposal for Staff Development Day, that would feature health and safety seminars along with staff meetings, to have staff to be up to date on all policies and procedures. The Personnel Committee will discuss this proposal further and share their recommendation with the Library Board.

Mr. Haughton wanted the record to show that Mrs. Edone has consistently been a fixture in the library and school community relationship. Mrs. Edone has brought information about the district to the table, benefiting both the district and the library, in a detailed and engaging manner. Mr. Haughton would like that to be affirmed by the Library Board in a letter to be shared with the superintendent, acknowledging Mrs. Edone for the services that she has provided and her encouragement in the school district, wanting to recognize her hard work.

Adjournment

At 8:28pm, Mr. Pazant made a motion to adjourn the meeting, seconded by Mrs. Trachtenberg. Unanimously approved.

Next Meeting: Monday, April 15, 2024, 7:30pm, Directors Office