

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

**June 17, 2024**

Call to Order 7:35pm

**Roll Call**

| <b>Trustees</b>                               | <b>Present</b> | <b>Absent</b> |
|---|----------------|---------------|
| Nina Nanasi, President                        | X              |               |
| Debra Trachtenberg, Vice President            | X              |               |
| 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**

Dr. Rosenzweig made a motion to approve the Minutes from May 20, 2024, seconded by Mrs. Trachtenberg. Approved.

**Closed Session**

Mrs. Trachtenberg made a motion to go into closed session at 7:37 pm, seconded by Mrs. Jones Bulluck. Approved.

Mrs. Trachtenberg made a motion to come out of closed session at 7:42 pm, seconded by Dr. Rosenzweig. Approved.

Dr. Rosenzweig made a motion to promote Kate Senedzuk from Interim Director to Director of the Englewood Public Library, with a salary increase to \$110,000.00 effective July 1, 2024, seconded by Mrs. Jones Bulluck. Approved.

## **Reports**

### **Treasurer's Report**

Dr. Rosenzweig made a motion to approve the May 2024 Treasurer's Report and the Bill List, seconded by Mrs. Trachtenberg. Approved.

### **Interim Directors Report**

Ms. Senedzuk shared; We started the hiring process with Human Resources for replacing three Library Pages. We will be replacing the three library pages that are leaving us as they graduate high school and head off to university. We thank them all for their hard work and wish them well in their future endeavors. We will keep the Trustees informed as the process moves forward.

The library underwent an Human Resources Personnel Audit, which consisted of a representative from a hired company to check our personnel files to see if what we have on record matches what the city has on records. We spoke with Victoria Pulley, who is currently heading HR, and whereas the library has all of the necessary personnel files, HR does not. New protocol will be slowly implemented which will ensure matching files.

Friends of Englewood Library book sale was held over the weekend of May 31- June 2, 2024. The friends raised a total of \$10,600! They are thinking of having a "bag sale" in a few weeks to further clear their stock. Their hard work directly benefits the library's museum passes and programming. We are thankful for our friends.

### **Circulation Department**

Selim Likovic attend the "Getting Started With Libby" webinar also gave step by step instructions for troubleshooting Libby in case it is not working properly for example to check any updates, force close the app, restarting your device, remove and re-add library card(s), how to browse and borrow ebooks and audiobooks, and where to find Libby marketing and help resources. This will aid in the Circulation Department being able to assist patrons with e-content and app issues, not just the Resources Department.

### **Programming Department**

Our leading Zoom programs were the monthly Women and Money Roundtable (92) and Navigating College Admissions (94), we will continue to host these events due to their unwavering popularity. People are still attending online events for the ease of use.

## **Resources Department**

The electricians also came out to replace all of the surge protectors at the computer stations with big strip power protectors that have been drilled underneath the bottoms of the computer tables. This system has already made a huge impact on: patrons unplugging the computers and hardware, plugging in their personal electronic devices to charge, and computers powering off. There are 5 strips in total, so no more than 4 terminals are plugged into each strip . We are also pleased to report that there haven't been any power surges or circuit breaks since the new panel switches have been installed.

## **Children's Department**

May was the month of class visits. Twelve separate groups of 2nd graders from Greico school came to the library over a two week period, as well as one group of Kindergarten students from the Charter School. Most of the children were quite excited to be here, and we enjoyed the sessions with them. Librarians shared books and stories; introduced them to materials with which they might have been unfamiliar; told them about programs; and gave them free time to browse. VOX books were a popular item at individual reading time, especially among the Kindergarten class.

We wrapped up our spring programming and finished up preparations for summer. Michelle finished up the program brochure after we had looked over it to make any necessary corrections, and she also made most of the fliers. We chose and ordered reading incentives, as well as raffle prizes. The website and LibCal were updated to reflect our summer offerings. Public schools were sent emails with information regarding the Summer Reading Program. All in all we seem well in shape for the coming season.

Michelle completed the BCCLS supervisory training, the last session being on May 22. She reported that while much of what the presenter had to say was more relevant to a corporate setting than a library, she did find the group work and role playing to be helpful.

## **Committee Reports**

### **Buildings and Grounds**

Dr. Rosenzweig shared that the next step in the CPF Grant was to hire a project manager to oversee the project. Since we are already working so closely with Arcari and Iovino we awarded them the contract for our project. Arcari and Iovino presented a proposal with a realistic timeline and budget for the project,

to the committee and the Executive board chose to award them the contract for our project. Ralph Justo, of Arcari and Iovino, will be visiting this week to take detailed pictures and measurements to gauge where to start the project and make plans for environmental testing if applicable.

### **Old Business**

CPF Grant Resolution that was passed needs to be signed. Tabled until next meeting.

### **New Business**

Ms. Senedzuk asked for the removal of the ripped mural/map outside Mackay Room. It has fallen into disrepair and is an eyesore, staff doesn't know where it came from to replace, not for lack of trying over the years. Mrs. Jones-Bulluk recommended contacting David Colman to see if he knows of its origin to seek a replacement. Ms. Senedzuk will follow up with him and present the findings to the trustees.

### **Adjournment**

At 8:25 pm, Dr. Rosenzweig made a motion to adjourn the meeting, seconded by Mr.s. Trachtenberg. Approved.

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