

ENGLEWOOD LIBRARY BOARD OF TRUSTEES

May 14, 2018 Meeting Minutes 7:30 PM

Englewood Public Library, 31 Engle Street

Approved Board Meeting 6/18/18

Open Public Meeting Act

“The May 14, 2018 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; Ann Dermansky, Secretary; Nelida Bobe, Katharine Glynn and Gina Leonard-Edone.

Absent: Devry Pazant.

Staff Attendance: Abigail Sanner, Interim Library Director, Charlene Denisen, Administrative Assistant.

Approval of Agenda: Ms. Nanasi asked for a motion to approve the agenda. Ms. Glynn moved to approve the agenda as presented, Ms. Trachtenberg seconded the motion. Unanimously approved.

Public Comment: No comment from the public.

Secretary’s Report

Ms. Nanasi asked for a motion to approve the minutes of the April 9, 2018 board meeting. Ms. Bobe moved to accept the minutes as presented, Mrs. Trachtenberg seconded the motion. Ms. Leonard-Edone abstained since she was absent from the April meeting. Unanimously approved.

Resolution: Assistant Director for Special Projects

Ms. Trachtenberg reported the Personnel Committee met to discuss the position of Assistant Director for Special Projects. Ms. Trachtenberg read the resolution (attached to minutes) outlining conditions of the position of Assistant Director for Special Projects. Mr. Eric Steinberg, Esq. was available to answer any questions on the resolution for the position. The position will be a 25 hour a week off site position with medical benefits. The start date is May 21, 2018. Ms. Trachtenberg moved to accept the position as outlined in the resolution; Ms. Glynn seconded the motion. Unanimously approved. Mr. Steinberg, Esq. left the meeting.

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Treasurer's Report

April Treasurer's Report

Ms. Sanner reviewed the April 2018 Treasurer's Report and invited the Board to ask questions. Ms. Bobe moved to approve the Treasurer's report summary for April 2018 in the amount of \$462,142. Ms. Dermansky seconded the motion. Unanimously approved.

April Bill List – City

Ms. Sanner reviewed the City Invoice list presented to the City of Englewood for payments. Ms. Nanasi asked for a motion to approve the April City bill list in the amount of \$130,958.19. Ms. Bobe moved; seconded by Ms. Dermansky. Unanimously approved.

April 2018 Bill List –General Fund

Ms. Sanner reviewed the April 2018 Bill List in amount of \$17,413.80 and opened the floor to questions. Ms. Bobe moved to approve the report as presented, Ms. Dermansky seconded the motion. Unanimously approved.

Other Financial Matters

Ms. Sanner asked for a motion to approve the payment of \$16,350.00 to Open Systems Computing Corp. for the purchase of 43 PCs configuration, setup and installation. Along with server configuration, setup, installation and the cleanup of existing PCs from the library general fund account. Ms. Leonard-Edone moved to approve the payment; seconded by Ms. Bobe. Unanimously approved.

Ms. Sanner reported that on the Library General Fund Account under Technology (Computers) \$13,690.06 is from the City Budget for 2017. Mr. Kaufmann informed Ms. Sanner that the City will reimburse the library with a physical check to cover this cost.

Ms. Sanner will have the bookkeeper research the Coe Fund to see if the money is allotted for a certain purpose.

Reports

Director's Report: Ms. Sanner on behalf of the library asked for a motion to approved the library to continue their contract with Canon Copiers for a 60 (Sixty) month lease at a cost of \$995 per month. Ms. Bobe moved to approve the contract; seconded by Ms. Dermansky. Unanimously approved.

Ms. Sanner reviewed her report with the board which included the Summer Jazz Concert which begins June 21st. Ms. Leonard-Edone will follow up to see if the one of the schools could be used as a backup for rain.

Ms. Sanner reminded the board that she will be on vacation beginning May 16. Joe Keenan will be covering for her during her time off and have access to her email.

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Director's Report continued

Ms. Trachtenberg was concerned over the fact that Spectrum turned off the internet service to the library due to nonpayment. Ms. Trachtenberg continued that the time frame invoices are being paid is ruining the library's relationship with vendors. Ms. Sanner informed the board that Mr. Hynes will begin sending quarterly transfers to the library.

Personnel Actions

Ms. Nanasi asked for a motion to approve the May 14, 2018 Personnel Actions as presented. Ms. Glynn moved to approve the Personnel Actions; seconded by Ms. Leonard-Edone. Unanimously approved.

New Business

Ms. Sanner reviewed the increased activity of the meeting rooms at the library and asked that the board review the meeting room policy.

Ms. Sanner asked for a motion to approve allowing patrons to fax from the library. Ms. Bobe moved to approve the policy; seconded by Ms. Leonard-Edone. Unanimously approved. Policy reads: The Englewood Public Library will provide outgoing fax service to both local and 800 numbers for a fee of \$1.00 per page, including the cover page, if any. This service is available only at times when Administrative Personnel are available, generally from 9:30am to 4:30pm. Call ahead to check availability 201-568-2215 ext 221.

Old Business

Ms. Leonard-Edone informed the board that the schools are looking into facilities the library being one throughout the city for tutoring. Teachers would be stationed in each location to help students with their packets. Ms. Leonard-Edone continued this is in the planning stages and will keep the board posted.

Next Meeting Date

The June Meeting will be held on Monday, June 11, 2018 at 7:30 pm.

Adjournment

Ms. Dermansky moved to adjourn the meeting; seconded by Ms. Trachtenberg. Unanimously approved. The meeting adjourned at 9:05 pm.

Respectfully Submitted

Charlene Denisen for
Ann Dermansky, Secretary