

ENGLEWOOD LIBRARY BOARD OF TRUSTEES

July 9, 2018 Meeting Minutes 7:30 PM

Englewood Public Library, 31 Engle Street

Approved Board Meeting 8/20/18

Open Public Meeting Act

“The July 9, 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; Gina Leonard-Edone, Katharine Glynn and Devry Pazant.

Absent: Nelida Bobe.

Staff Attendance: John Arthur, Director; Charlene Denisen, Administrative Assistant.

Public Comment: No comment from the public.

Secretary's Report

Ms. Nanasi asked for a motion to approve the minutes of the June 18, 2018 board meeting. Ms. Trachtenberg moved to accept the minutes as presented, Ms. Glynn seconded the motion. Unanimously approved. Ms. Leonard-Edone, who was not at the June meeting, abstained from voting.

Treasurer's Report

Treasurer's Report

Mr. Arthur reviewed the June 2018 Treasurer's Report and invited the Board to ask questions. Ms. Trachtenberg moved to approve the Treasurer's report summary for June 2018 in the amount of \$458,847. Ms. Dermansky seconded the motion. Unanimously approved. Mr. Pazant arrived 7:40pm.

June Bill List – City

Mr. Arthur reviewed the City Invoice list presented to the City of Englewood for payments. Ms. Nanasi asked for a motion to approve the June City bill list in the amount of \$123,313.80. Ms. Trachtenberg moved; seconded by Ms. Dermansky. Unanimously approved.

June 2018 Bill List –General Fund

Mr. Arthur reviewed the June 2018 Bill List in amount of \$5,844.80 and opened the floor to questions. Ms. Trachtenberg moved to approve the report as presented, Ms. Dermansky seconded the motion. Unanimously approved.

Other Financial Matters

Mr. Arthur reviewed the Budget Status Report for June 30, 2018. Ms. Nanasi stated that the board finds this report very informative and would like to continue receiving them.

ENGLEWOOD LIBRARY BOARD OF TRUSTEES

July 9, 2018 Meeting Minutes

Correspondence

Mr. Arthur circulated a letter he received from Ms. Lynne Algrant explaining that the Henry and Marilyn Taub Foundation has issued an RFP to fund Grade Level Reading Initiatives in several communities in Bergen County. Mr. Arthur then circulated a letter from Ms. Nanasi on behalf of the board to offer support to a Grade Level Reading initiative for Englewood to be managed by the Bergen Volunteer Center. Ms. Trachtenberg moved to approve the letter; seconded by Mr. Pazant. Unanimously approved. (copy of letter attached to minutes)

Reports

Director's Report: Mr. Arthur reviewed his report with the board and asked if there were any questions or comments on it. The Trustees expressed how much they enjoy reading and how informative the individual department reports are and would like them to continue.

Committee Report: Ms. Nanasi confirmed the Strategic Committee will also meet on Wednesday, July 11 at 7pm.

New Business

a. Library Construction Bond Act Planning

Mr. Arthur reviewed the Frequently Asked Questions About the Library Construction Bond Act. After reviewing the handout Mr. Arthur suggested that a committee consisting of Trustees, Friends of the Library and Library Staff review the plans for Englewood Library. Ms. Nanasi and Ms. Glynn agreed that once the committee comes together a meeting be held to review.

b. Outside Working Hours Policy

Mr. Arthur asked for a motion to approve the Work Hours Policy for the employees. Ms. Glynn moved to approve the policy as presented. Mr. Pazant seconded the motion. Unanimously approved. (hours policy attached to minutes)

Next Meeting Date

The August Meeting will be held on Monday, August 13, 2018 at 7:30 pm.

Ms. Nanasi due to scheduling conflicts the new date for the September Board Meeting is Wednesday, September 12, 2018 at 7:30p.m.

Adjournment

Ms. Dermansky moved to adjourn the meeting; seconded by Ms. Trachtenberg. Unanimously approved. The meeting adjourned at 8:25 pm.

Respectfully Submitted
Charlene Denisen for
Ann Dermansky, Secretary

July 9, 2018

Melissa Litwin
Program Director
The Henry and Marilyn Taub Foundation
300 Frank W. Burr Blvd.
Teaneck, NJ 07666

Dear Ms. Litwin,

The Board of Trustees of Englewood Library is pleased to offer our support to a Grade Level Reading Initiative for Englewood to be managed by the Bergen Volunteer Center.

It is our understanding that the Grade Level Reading Initiative begins with data gathering and analysis to determine the unique factors in our community that impact 1) Kindergarten Readiness, 2) Chronic Absenteeism and 3) Summer Learning Slide. By bringing community stakeholders to the table, Grade Level Reading Initiatives clearly signal that ensuring that all children are reading on grade level by 3rd grade starts early and is a community concern, not just the responsibility of the school district alone. Englewood Library is happy to be a stakeholder in the success of the children of Englewood.

We know the work of the Bergen Volunteer Center and their ability to build and manage a community coalition. Through their work with Bergen LEADS, their promotion of volunteerism throughout the community, the Volunteer Center is in a strong position to serve as the project manager for Englewood.

We are grateful to the Henry and Marilyn Taub Foundation for bringing this work to Bergen County and to Englewood. This collaborative work on behalf of vulnerable children will make Englewood a better place, and we will be proud to be a stakeholder in this work.

Sincerely,

Nina Nanasi
President, Englewood Library Board of Trustees
nnanasi@gmail.com
201-452-3002

WORK HOURS

Work hours for all employees of the Englewood Library are to be scheduled only during the library's operating hours. Exceptions may be made for special events or when preparation for events or openings is necessary, but only at the discretion of the Library Director.

Requests for working outside of the library's operating hours must be made in advance and approved by the Library Director.

Employees shall only be scheduled to work if at least two members of the staff are in the building. In the case of emergencies, the Library Director or another designated member of the staff may be permitted to enter the building before or after library operating hours.