

**TENAFLY PUBLIC LIBRARY**  
**MINUTES OF THE BOARD MEETING**  
**October 17, 2011**

The Board of Trustees of the Tenafly Public Library met on October 17, 2011 at 7:30 p.m. at the Library for its regular Board meeting.

Board Members Present: President Kathleen Cook, Vice President Patrick Rouse, Secretary/Treasurer Dr. Martin Gilbert, Mrs. Mabel Allen, Dr. Kenneth Altman, Mr. David DiGregorio and Mrs. Soon Juhng.

Absent: Dr. Arthur Peck and Mrs. Ellen Rochford.

Staff Present: Library Director Gina Webb-Metz and Administrative Assistant Ann Marie Connolly.

Mrs. Cook called the meeting to order at 7:30 p.m. Ms. Webb-Metz reported that notices of the meeting had been posted and sent to the media.

Board members approved the minutes of the regular Board meeting of September 12, 2011. Moved by Dr. Gilbert. Seconded by Dr. Altman.

**Correspondence**

None

**Treasurer's Report**

Dr. Gilbert reviewed the Library's third quarter cumulative financial statements which were distributed to Board members and will be forwarded to the Mayor and Council and the Borough Administrator. He noted that he had examined and approved the statements and reported that they were current and accurate.

**Director's Report**

The Naturalization/U.S. Citizenship program on September 15 was fully attended in the Friends Room. A Community Relations representative from the U.S. Citizenship and Immigration Services of the Department of Homeland Security reviewed the eligibility requirements for the naturalization process, the new naturalization test and the rights and responsibilities of U.S. citizenship. The program is intended for legal permanent residents (Green Card" holders) and others interested in the official naturalization and citizenship process.

The Broadband Technology Opportunity Program (BTOP) has completed two of four job search skills training sessions in the Friends Room for job seekers free of charge. The program is funded by the National Telecommunications and Information Administration and the Gates Foundation and has been very well attended. Availability is by reservation, and there is a waiting list for the sessions.

Ms. Webb-Metz thanked the Board members who attended the BCCLS Trustee Education Committee program on Essentials of Library Law with attorney Michael A. Cerone on October 11 at the Closter Public Library or on October 13, 2011 at the Maywood Public Library. The meeting was very informative, and the Board discussed the key points covered from the meeting notes that Ms. Webb-Metz had prepared and distributed.

Dr. Gilbert, Mrs. Soon Juhng, Mrs. Markle and Ms. Webb-Metz will be attending the BCCLS 11<sup>th</sup> Annual Friends Breakfast on October 25.

Board members were invited to participate in a BCCLS Trustee online chat on Wednesday, November 9 at 7:00p.m.

Ms. Webb-Metz and Ms. Rafat Ispahany will be attending the Public Library Association Conference in Philadelphia in March. The Board agreed that it would also be beneficial if Agnes Kolben and Daniel Lane had the opportunity to attend part of the conference.

Ms. Webb-Metz informed the Board that Mayor Peter Rustin may attend a future board meeting to discuss the pay card fee for Alpine residents.

The Board was asked to review the Director's new evaluation form.

**President's Report**

Mrs. Cook noted that the Sunday, September 18, 2011 concert "Immortal Love Songs" was both enjoyable and well attended.

**Collection Development Policy**

After discussion the Board approved the Collection Development Policy as submitted by Director Gina Webb-Metz. Moved by: Dr. Altman. Seconded by: Dr. Gilbert and unanimously approved.

**2012 Budget Issues**

The 1/3 mill Year 2012 appropriation to the Library will be approximately \$23,708 less than Year 2011, which was \$24,280 less than Year 2010.

The Budge Committee plans to meet before the next Board meeting of November 14.

**Old Business**

None

**New Business**

Ms. Webb-Metz discussed with the Board hiring an ESL teacher in 2012 to begin much needed formal ESL classes in the Library. The Board agreed and asked Ms. Webb-Metz to investigate the cost and logistics further.

The Board expressed an interest in having the Library offer children’s storytimes in languages other than English. The Library will try to identify potential storytellers and experiment with this service

**Citizens’ Portion of the Meeting**

None

**Council Liaison’s Report**

None

**Any Other Business**

None

The meeting was adjourned at 8:50p.m. Moved by Mrs. Cook. Seconded by Mr. Rouse.

Respectfully submitted,

The next regular meeting of the Library Board of Trustees will be Monday, November 14, 2011.

Dr. Martin Gilbert  
Secretary/ Treasurer  
Tenafly Library Board

APPROVED: November 14, 2011