

**TENAFLY PUBLIC LIBRARY
MINUTES OF THE BOARD MEETING
June 11, 2012**

The Board of Trustees of the Tenafly Public Library met on June 11, 2012 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 Martin Gilbert, Mabel Allen, Kenneth Altman, David DiGregorio, Soon Juhng and Arthur Peck.

Absent: Martha Kerge

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

Ms. 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.

Minutes

Board members approved the minutes of the regular board meeting of May 14, 2012.

Moved by: Dr. Peck. Seconded by: Dr. Altman. Unanimously accepted.

Correspondence

None

Treasurer's Report

Dr. Gilbert reviewed with the Board the 2012 cumulative financial statements through May 2012 and reported that they were current and accurate. The paperwork to open the "Gifts and Bequests" checking account with Valley National Bank was completed. The initial deposit will be gifts and bequests from 2011 in the amount of \$1,851.

Director's Report

Borough Administrator Jewel Thompson-Chin will meet with Robert Beutel, Head of the DPW, to discuss plans to improve the landscaping behind the Library.

The Board discussed and decided against having a healthy snacks vending machine in the Library.

Ms. Webb-Metz asked Board members to attend the BCCLS 18th Annual Trustee orientation on September 12 at 1:00 p.m. at the Wyckoff Public Library or at 6:30 p.m. at the Hasbrouck Heights Public Library.

With the switch to the new Polaris computer software on 12-12-12, patrons will now be required to show their library card when picking up interlibrary loans at the circulation desk. Patrons will be informed of this new policy starting in September through information at the circulation desk, press releases, listserv, flyers, and inserts in books being checked out.

The Board was enthusiastic about the teen summer reading program which is geared to encouraging reading and making teens feel welcome and comfortable in their library. The Library will open for teens-only on a Wednesday evening from 6:00 to 8:00 p.m. Parental permission will be needed to participate. Staff members will be present to supervise the planned activities, and the Police Department will be notified that the Library will be occupied.

On Saturday, June 9, the Police responded to a request by the Library's Head of Public Services to come speak with a patron who was being verbally abusive to other patrons. After discussion, the responding officer escorted the woman from the building.

President's Report

Mrs. Cook discussed the parking situation during week the police trailers were being removed from the municipal parking lot and thanked Ms. Webb-Metz for the advance notification to library patrons. Also discussed was the possibility of setting up a table to promote the Library at TEF 5K run for 2013.

Old Business

None

English as a Second Language Update

After discussion the Board agreed to fund one English as a Second Language Class per the proposal from Bergen County Tech.

Policy on Confidentiality of Library Records

A recent incident involving a theft in the Library and interaction with library staff and the Police Department prompted a review of the Library's Policy on Confidentiality of Library Records. The policy approved by the Library Board in September 2006 was reviewed and updated. After discussion a motion was made to approve the revised Policy on Confidentiality of Library Records. Moved by: Dr. Altman. Seconded by Mr. Rouse. Unanimously accepted.

Strategic Planning Update

Dr. Gilbert updated the Board on his communications with the Ivy Group to implement a library focused telephone survey of Tenafly residents. After reviewing the costs and timeframe of the survey, it was decided not to move forward with the community survey.

New Business

Friends of the Library President Sonja Errick broke her arm in an accident. The Board expressed their concern and asked that the Library send their best wishes and a gift certificate to her.

Report from the Mayor's Alternate

None

Report from the Superintendent's Alternate

None.

Citizen's Portion of the Meeting

None.

Adjournment

Dr. Peck moved to adjourn the meeting 8:35 p.m. Seconded by: Mrs. Juhng. Unanimously accepted.

Respectfully submitted,

Dr. Martin Gilbert
Secretary/Treasurer

The next regular meeting of the Library Board of Trustees will be on Monday, September 10, 2012.

APPROVED: September 10, 2012