STATEMENT: Let the record show that adequate notice of this meeting has been given.

CALL TO ORDER

APPROVAL OF MINUTES

REPORT OF THE TREASURER

RESOLUTION #2019-33
AUTHORIZING PAYMENT OF BILLS

Resolved that the Library Board of Trustees approves payment of Bills to Ratify, New Bills and New Additional Bills as presented.

COMMITTEE REPORTS

Finance

RESOLUTION #2019-34
ESTABLISHING POLICY REQUIRING CLAIMANT SIGNATURE

Whereas, N.J.A.C. 5:30-9A.6(c), N.J.A.C. 5:31-4.1, and Local Finance Notice 2018-13 allow local units discretion to not require claimant certification under certain circumstances, and

Whereas, a local unit may also enact a standard policy through resolution to not require claimant certification where the vendor or claimant does not provide such certification as part of its normal course of business, and

Whereas, in instituting such a policy, the local unit shall have the discretion to require claimant certification as it deems necessary and appropriate.

Therefore resolved that Library of The Chathams Board of Trustees in the County of Morris, State of New Jersey hereby establishes a policy requiring the claimant signature under the following circumstances only:

1. Reimbursement of employee expenses
2. Services provided exclusively and entirely by an individual (i.e., sole proprietors)
Further resolved that this policy will be applied in a non-arbitrary fashion and be affirmatively communicated to vendors.

**Building and Grounds**

RESOLUTION #2019-35  
AUTHORIZING CONTRACT WITH APPROVED STATE CONTRACT VENDOR  
UNDER THE NEW JERSEY OFFICE OF CLEAN ENERGY  
DIRECT INSTALL PROGRAM

Whereas, Library of The Chathams, pursuant to N.J.S.A. 40A:11-12a and N.J.A.C. 5:34-7.29(c), may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

Whereas, State of New Jersey Department of Community Affairs administered the bidding process for the Direct Install Program and extends the program to local entities; and

Whereas, Library of The Chathams has the need on a timely basis to purchase goods or services utilizing this program; and

Whereas, Library of The Chathams under Resolution #2017-17 entered into a contract with the sole state-approved vendor Donnelly Energy using the New Jersey Office of Clean Energy Direct Install Program to replace some lighting and HVAC equipment with new energy-efficient equipment; and

Whereas, Library of The Chathams, to achieve further energy efficient operations, intends to enter into a contract with the sole state-approved vendor Donnelly Energy using the New Jersey Office of Clean Energy Direct Install Program through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current State contracts as outlined in the Direct Install Application and Participation Agreement and the Project Agreement with Donnelly Energy (collectively, the “Direct Install Agreements”), with the costs as follows:

- Total estimated project cost: $25,110.87
- State subsidy: $17,577.61
- Library capital funding required: $7,533.26

Therefore resolved, that Library of The Chathams Board of Trustees authorizes the Purchasing Agent to execute the Direct Install Agreements and any other documents necessary for the Library to purchase HVAC and lighting goods and services from Donnelly Energy pursuant to all conditions of the State contract as detailed in the Direct Install Agreements; and
Be it further resolved, that the governing body of Library of The Chathams pursuant to N.J.A.C. 5:30-5.5(b), the certification of available funds, shall either certify the full maximum amount against the budget at the time the contract is awarded, or no contract amount shall be chargeable or certified until such time as the goods or services are ordered or otherwise called for prior to placing the order, and a certification of availability of funds is made by the Purchasing Agent.

**Strategic Planning**

**Morris-Union Federation**

**Friends of the Library**

**Personnel**

**DIRECTOR’S REPORT**

**RESOLUTION #2019-36**

**AUTHORIZING THE SALE OF SURPLUS PERSONAL PROPERTY NO LONGER NEEDED FOR PUBLIC USE ON AN ONLINE AUCTION WEBSITE**

Whereas, Library of The Chathams has determined that items occasionally are no longer needed for public use; and

Whereas, the Local Unit Technology Pilot Program and Study Act (P.L. 2001, c. 30) authorizes the sale of surplus property no longer needed for public use through the use of an online auction service; and

Whereas, Library of The Chathams intends to utilize the online auction services of GovDeals located at www.govdeals.com through the Sourcewell purchasing cooperative, and

Whereas, the sales will be conducted pursuant to the Division of Local Government Services’ Local Finance Notice 2008-9,

Therefore resolved by Library of The Chathams Board of Trustees in the County of Morris, State of New Jersey, that the library is hereby authorized to sell surplus property on an online auction website entitled www.govdeals.com.

Be it further resolved, that the terms and conditions of the agreement entered into between GovDeals and Library of The Chathams are available at www.govdeals.com and in the library Director’s Office.
OLD BUSINESS

NEW BUSINESS

PUBLIC COMMENT

ADJOURNMENT AND/OR RESOLUTION: Be it resolved by The Library Board of Trustees that it adjourn to an executive session to discuss the following subject matter without the presence of the public in accordance with the provisions of R. S. 10:4-12: ______________________________.

The matters discussed will be made known to the public at such time as appropriate action is taken on said matters, and when disclosure will not result in unwarranted invasion of individual privacy or prejudice to the best interests of the library.