LIBRARY OF THE CHATHAMS  
VIRTUAL MEETING  

BOARD OF TRUSTEES  
AGENDA  
Tuesday, August 25, 2020  
7:30 PM  

CALL TO ORDER  

STATEMENT OF ADEQUATE NOTICE: Pursuant to the requirements of the Open Public Meetings Act, adequate notice of this meeting has been provided as follows: Chatham Courier, Morris County Daily Record, library website, notice provided to Chatham Borough Clerk, Chatham Township Clerk, and School Board Executive Assistant. Notice of virtual meeting was sent to same with exception of library bulletin board.

APPROVAL OF MINUTES  

REPORT OF THE TREASURER  

RESOLUTION #2020-39  
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 #2020-40  
RESOLUTION ATTESTING TO COMPLIANCE WITH LOCAL FINANCE BOARD REQUIREMENTS REGARDING THE ANNUAL AUDIT  
WHEREAS, N.J.S.A. 40A: 5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions, and  
WHEREAS, the Annual Report of Audit for the year 2019 has been filed by a Registered Municipal Accountant pursuant to N.J.S.A. 40A: 5-6, and a copy has been received by each member of the governing body; and  
WHEREAS, R.S. 52:27BB-34 authorizes the Local Finance Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs; and
WHEREAS, the Local Finance Board has promulgated N.J.A.C. 5:30-6.5, a regulation requiring that the governing body of each municipality shall, by resolution, certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit entitled “Comments and Recommendations”; and

WHEREAS, the members of the governing body have personally reviewed, as a minimum, the Annual Report of Audit, and specifically the sections of the Annual Audit entitled “Comments and Recommendations”, as evidenced by the group affidavit form of the governing body attached hereto; and

WHEREAS, such resolution of certification shall be adopted by the governing body no later than forty-five days after the receipt of the annual audit, pursuant to N.J.A.C. 5:30-6.5; and

WHEREAS, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board; and

WHEREAS, failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52, to wit:

R.S. 52:27BB-52: A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars ($1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.

NOW, THEREFORE BE IT RESOLVED, That the Board of Trustees of the Joint Free Public Library of The Chathams, hereby states that it has complied with N.J.A.C. 5:30-6.5 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

RESOLUTION #2020-41
AMENDING 2020 LIBRARY OPERATING BUDGET

Whereas, Library of the Chathams is experiencing equipment failures that were expected to be addressed as part of the Bridging Space to Place Project, and

Whereas, the Bridging Space to Place Project cannot be completed in 2020, and
Whereas, the capital funds originally intended for aging equipment previously identified are being applied to the municipal contributions toward the New Jersey Library Construction Bond Act Grant match.

Therefore resolved that the Plant Operations Account of the 2020 Library Operating Budget be increased by $102,000 from the Operating Reserve to be used as follows.

$40,000 Lobby HVAC
$12,000 Telephone System
$50,000 Any Additional Needs in 2020

Further resolved that the library will submit for reimbursement of these funds from Chatham Borough and Chatham Township’s library capital allocation from 2014.

**Building and Grounds**

**RESOLUTION #2020-42**

**AUTHORIZING PURCHASE OF TELEPHONE SYSTEM VIA STATE CONTRACT**

WHEREAS, Library of the Chathams requires a new telephone system due to lack of reliability of aging equipment, to reduce costs, to improve the efficiency of its operations and its responsiveness to the public by adding telephone lines and auto-attendant capability; and

WHEREAS, the appropriate equipment that will work with the existing library infrastructure can be purchased through State Contract Number A80801; and

WHEREAS, public bidding is not required, in accordance with N.J.S.A. 40A:11-12, when a purchase is made under a State contract;

NOW, THEREFORE, BE IT RESOLVED that the following contract is hereby approved:

Contractor: Extel Communications, Inc.
State Contract Number: A80801
Amount (including installation): $11,322.00
Description: Communications equipment as detailed in proposal dated August 14, 2020

**Strategic Planning**

**Morris-Union Federation**

**Friends of the Library**

**Personnel**
DIRECTOR’S REPORT

OLD BUSINESS
Reopen timing discussion
Planning Committee discussion

NEW BUSINESS

MEETING OPEN TO THE PUBLIC

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.
RESOLUTION #2020-______ TO ADJOURN TO EXECUTIVE SESSION:

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: ____________________________. It is anticipated that the deliberations conducted in closed session may be disclosed to the public upon the determination of the Library Board that the public interest will no longer be served by such confidentiality.

____________________________________
Andy Hollander, President, Board of Trustees

Date: ________________

I certify that the above is a true copy of Resolution #2020-______ passed by the Board of Trustees of the Library of The Chathams at Special Meeting held on date__________.

____________________________________
Susan Allen, Secretary