CLASS OF TRUSTEES
AGENDA
Tuesday, November 17, 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 #2020-52
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 #2020-53
APPROVING 2021 PROVISIONAL OPERATING BUDGET
AND REQUEST TO MUNICIPALITIES

WHEREAS, the Library Board of Trustees is obligated to certify required funding on an annual basis,

THEREFORE, the Board of Trustees authorizes the Treasurer to submit the proposed provisional Operating Budget Request to Chatham Borough and Chatham Township as discussed.

Building and Grounds

RESOLUTION #2020-54
AMENDING 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, entered 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”), and now authorizes a change in the scope of work, eliminating one two-mechanism heating unit as follows:

\[
\begin{align*}
\text{Total estimated project cost:} & \quad \text{amended from} \ 25,110.87 \ \text{to} \ 10,294.85 \\
\text{State subsidy:} & \quad \text{amended from} \ 17,577.61 \ \text{to} \ 7,206.40 \\
\text{Library capital funding required:} & \quad \text{amended from} \ 7,533.26 \ \text{to} \ 3,088.46
\end{align*}
\]

Therefore resolved, that Library of The Chathams Board of Trustees authorizes the Purchasing Agent to execute the revised 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. Funds for the greater scope of work have been paid and the Director is instructed to secure repayment for the difference.

**Strategic Planning**

**Morris-Union Federation**

**Friends of the Library**

**Personnel**
DIRECTOR’S REPORT

RESOLUTION #2020-55
AUTHORIZING DEACCESSION OF ITEMS NO LONGER NEEDED FOR PUBLIC SERVICE
The Board of Trustees authorizes the deaccession of Woman’s Club of Chatham meeting room chairs, three Children’s Room blob-style chairs, and a decades old Toshiba telephone system and telephones, which are no longer needed for public service. All items will be posted for public auction.

RESOLUTION #2020-56
AUTHORIZING EARLY CLOSING ON NEW YEAR’S EVE
Resolved that Library of the Chathams will close at 3:00 pm on December 31, 2020.

OLD BUSINESS
Reopen timing discussion

NEW BUSINESS

RESOLUTION #2020-57
APPROVING A POSITIVE EMPLOYEE COVID-19 TEST PROTOCOL
Resolved that the Board of Trustees authorizes the proposed Positive Employee COVID-19 Test Protocol as presented [amended].

RESOLUTION #2020-58
HONORING LIBRARY VOLUNTEERS JOHN AND HELEN GARDNER

Whereas John and Helen Gardner have cared for the library grounds for many years, and

Whereas Library of the Chathams grounds are among the most beautiful in the area thanks solely to their hard work, dedication, and knowledge, and

Whereas the design is planned so that plantings enhance the library grounds through every season of the year, which requires an enormous amount of knowledge and planning as well as untiring maintenance, and

Whereas, in honor of their knowledgeable and dedicated care of the library grounds, the Mayors of Chatham Borough and Chatham Township were pleased to name them Library Volunteers of the Year for 2013.

THEREFORE RESOLVED, that the Library Board of Trustees expresses its gratitude to John and Helen Gardner for their dedicated volunteer service. Further resolved that the Friends of the Library of the Chathams are granted permission to install a sculpture and plaque in their honor on the library grounds.
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