

JOINT FREE PUBLIC LIBRARY OF THE CHATHAMS INC.
CHATHAM, NEW JERSEY 07928

BOARD OF TRUSTEES
AGENDA
Tuesday, January 25, 2022
7:30 PM

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

CALL TO ORDER

ANNUAL REORGANIZATION

Oaths of Office – Susan Allen, Lynn Magrane, Kevin Sullivan

Election of Officers

RESOLUTION #2022-01
ELECTING OFFICERS FOR 2022 LIBRARY BOARD OF TRUSTEES

RESOLVED, that the following trustees shall serve in the designated offices for the year 2022.

President: Andrew Hollander
Vice President: Kevin Sullivan
Secretary: Susan Allen
Treasurer: Barb Montague

COMMITTEE APPOINTMENTS

Finance: Andrew Hollander, Barb Montague (Chair), Karen Brodsky

Building and Grounds: Susan Allen, Andrew Hollander (Chair), Lynn Magrane, Karen Brodsky

Strategic Planning: Susan Allen, Andrew Hollander (Chair), Christina Mott, Barb Montague,
Karen Brodsky

Morris-Union Federation: Delegate: Andrew Hollander; Alternate: Karen Brodsky

Friends of the Library: Barb Montague

Personnel: Susan Allen, Andrew Hollander (Chair), Karen Brodsky

**RESOLUTION #2022-02
2022 BOARD MEETING DATES**

WHEREAS the Library Board of Trustees meetings are currently planned for the fourth Tuesday of each month at 7:30 PM except where specified as shown below, and

WHEREAS Chatham Township Committee meetings have been changed as of 2022 to the same day of the month,

THEREFORE, RESOLVED, that meetings of the Board of Trustees will be held virtually and/or in the Lundt Meeting Room of Library of the Chathams on the _____ of each month at 7:30 PM except where specified. The next Board meeting will take place on _____.

Day	Calendar Date	Note
Tuesday	January 25	Reorganizational Meeting
Tuesday	February 22	
Tuesday	March 22	
Tuesday	April 26	
Tuesday	May 24	
Tuesday	June 28	
Tuesday	July 26	
Tuesday	August 23	
Tuesday	September 27	
Tuesday	October 25	
Tuesday	November 15	3 rd Tuesday
Tuesday	December 13	2 nd Tuesday

Notice is hereby given that an executive session may occur at any of the meetings.

This resolution, once amended, shall be sent to *The Chatham Courier* and *The Daily Record*, posted on the public bulletin board in Library of the Chathams, and in the offices of the Chatham Borough and Chatham Township Clerks, and in the office of the Director of the Library.

Trustee Orientation Refresher

CONSENT AGENDA

The following items are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a Board member so requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the Agenda. Resolutions #2022-03 through Resolution #2022-13 have been placed on the Consent Agenda.

**RESOLUTION #2022-03
A RESOLUTION OF THE JOINT FREE PUBLIC
LIBRARY OF THE CHATHAMS INC,
COUNTY OF MORRIS, STATE OF NEW JERSEY
APPROVING A CASH MANAGEMENT PLAN**

WHEREAS, N.J.S.A. 40A:5-14 mandates that the governing body shall, by resolution passed by a majority of the membership thereof, approve a Cash Management Plan.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Joint Free Public Library of the Chathams (hereafter called “the Library”) as follows:

1. The attached Cash Management Plan will guide the investment of idle funds of the Library.
2. The attached Cash Management Plan includes a policy statement to guide its implementation.
3. The Director will administer the plan.
4. The plan is subject to annual audit; and

BE IT FURTHER RESOLVED that a certified copy of this resolution with Cash Management Plan attached shall be forwarded to the following:

1. The Library Auditor.
2. All appropriate depositories.

Adopted: January 25, 2022

JOINT FREE PUBLIC LIBRARY
OF THE CHATHAMS

Attest:

By _____
Andrew Hollander, President

Notary Public

Certified to: _____

I, Karen Brodsky, Director of Library of the Chathams in the County of Morris, New Jersey, hereby certify the foregoing to be a true and correct copy of a resolution passed by the Board of Trustees at a regular meeting held on January 25, 2022.

Date: _____

Karen Brodsky, Director

**RESOLUTION #2022-04
AUTHORIZING SIGNATORIES**

RESOLVED, that authorized payments from The Joint Free Public Library of the Chathams Checking accounts containing Regular and Special/Restricted funds shall require two signatures, which may be any two of the following:

Andrew J. Hollander, Kevin Sullivan, Susan Allen, Barb Montague

RESOLVED, that authorized payments from The Joint Free Public Library of the Chathams Payroll Checking Account shall require one signature only, which may be any one of the following:

Andrew J. Hollander, Kevin Sullivan, Susan Allen, Barb Montague, Karen Brodsky

RESOLVED, that the authorized payments or withdrawals from The Joint Free Public Library of the Chathams Investments Accounts containing Reserves and Restricted Funds shall require two signatures only, which may be any two of the following:

Andrew J. Hollander, Kevin Sullivan, Susan Allen, Barb Montague

RESOLVED, that the authorized sale of stock from The Joint Free Public Library of the Chathams Brokerage Account for gift stocks / securities shall require one signature only, which may be any one of the following:

Barb Montague, Karen Brodsky

RESOLVED, that authorized payments from The Joint Free Public Library of the Chathams Petty Cash – Performance fund shall require one signature only, which may be any one of the following:

Andrew J. Hollander, Kevin Sullivan, Susan Allen, Barb Montague, Karen Brodsky

RESOLVED, that in addition to the above named signees, that Karen Brodsky, Margaret Harvey and Jean McFadden be authorized to transfer funds among these accounts.

**RESOLUTION #2022-05
BILL PAYMENT PROCEDURE**

RESOLVED, that if approval of bills to be paid be suspended for any month during which there has been no meeting of The Board of Trustees of the Joint Free Public Library of the Chathams or that necessary payments fall between Board meetings; and those expenditures are already within the existing budget, and payment of such bills between Board meetings within existing budget is hereby authorized.

Be it further resolved, that payment of such bills payment be ratified at the next regular meeting of the Board of Trustees.

RESOLUTION #2022-06
AUTHORIZING THE AWARD OF A FAIR AND OPEN CONTRACT FOR
BOOKS

WHEREAS, Library of the Chathams has a need to acquire books as a fair and open contract pursuant to the provisions of N.J.S.A. 19:44A- 20.5; and,

WHEREAS, Library of the Chathams has determined and certified in writing that the value of the acquisition will exceed \$17,500; and,

WHEREAS, the anticipated term of this contract is 1 year; and

WHEREAS, Baker & Taylor has indicated they will provide books as ordered by Library of the Chathams via purchase order; and

WHEREAS, Baker & Taylor has completed and submitted a Business Entity Disclosure Certification which certifies that Baker & Taylor has not made any reportable contributions to a political or candidate committee in Chatham Borough or Chatham Township in the previous one year, and that the contract will prohibit Baker & Taylor from making any reportable contributions through the term of the contract, and

WHEREAS, funds will be encumbered by purchase order on an as needed basis.

NOW THEREFORE, BE IT RESOLVED that the Board of Trustees of Library of the Chathams authorizes Director Karen Brodsky to enter into a contract with Baker & Taylor as described herein; and,

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.

RESOLUTION #2022-07
AUTHORIZING THE AWARD OF A FAIR AND OPEN CONTRACT FOR
E-BOOKS

WHEREAS, Library of the Chathams has a need to acquire eBooks as a fair and open contract pursuant to the provisions of N.J.S.A. 19:44A- 20.5; and,

WHEREAS, Library of the Chathams has determined and certified in writing that the value of the acquisition may exceed \$17,500; and,

WHEREAS, the anticipated term of this contract is 1 year; and

WHEREAS, Overdrive, Inc. has indicated they will provide eBooks as ordered by Library of the Chathams via purchase order; and

WHEREAS, Overdrive, Inc. has completed and submitted a Business Entity Disclosure Certification which certifies that Overdrive, Inc. has not made any reportable contributions to a political or candidate committee in Chatham Borough or Chatham Township in the previous one year, and that the contract will prohibit Overdrive, Inc. from making any reportable contributions through the term of the contract, and

WHEREAS, funds will be encumbered by purchase order on an as needed basis.

NOW THEREFORE, BE IT RESOLVED that the Board of Trustees of Library of the Chathams authorizes Director Karen Brodsky to enter into a contract with Overdrive, Inc. as described herein; and,

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.

RESOLUTION #2022-08
AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR HEATING, VENTILATION, AND AIR CONDITIONING (HVAC) SERVICES

WHEREAS, Library of the Chathams has a need to acquire HVAC services as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A- 20.5; and,

WHEREAS, Library of the Chathams has determined and certified in writing that the value of the acquisition may exceed \$17,500; and,

WHEREAS, the anticipated term of this contract is 1 year; and

WHEREAS, T. Daniel Specialty Heating, Inc. has indicated they will provide services as ordered by Library of the Chathams via purchase order; and

WHEREAS, T. Daniel Specialty Heating, Inc. has completed and submitted a Business Entity Disclosure Certification which certifies that T. Daniel Specialty Heating, Inc. has not made any reportable contributions to a political or candidate committee in Chatham Borough or Chatham Township in the previous one year, and that the contract will prohibit T. Daniel Specialty Heating, Inc. from making any reportable contributions through the term of the contract, and

WHEREAS, funds will be encumbered by purchase order on an as needed basis.

NOW THEREFORE, BE IT RESOLVED that the Board of Trustees of Library of the Chathams authorizes Director Karen Brodsky to enter into a contract with T. Daniel Specialty Heating, Inc. as described herein; and,

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.

RESOLUTION #2022-09
AUTHORIZING THE AWARD OF NON-FAIR AND OPEN PROCESS
FOR PROFESSIONAL SERVICE CONTRACTS FOR THE YEAR 2022 FOR THE
COMPANIES AND INDIVIDUALS REFERENCED HEREIN

WHEREAS, Library of the Chathams has a need to acquire Professional Service Contracts for the year 2022 as non-fair and open contracts pursuant to the provisions of N.J.S.A. 19:20.5; and

WHEREAS, the following Professional Service contractors have submitted proposals for 2022 and have completed and submitted their Business Entity Disclosure Certifications pursuant to the New Jersey Pay-to-Play Act, certifying that no reportable contributions have been made to Chatham Borough or Chatham Township political or candidate committees in the previous one-year period and that the award of contract will prohibit the following Professional Service vendors from making any reportable contributions through the term of the contract.

RESOLVED, that the following Professional Service contracts are hereby awarded for a one-year period:

- Ferraioli, Wielkocz, Cerullo & Cuva, PA – Auditor Services associated with annual audit not to exceed \$6,000
- James Plosia of Plosia & Cohen – legal services at the rate of \$185.00 per hour not to exceed \$5,000.
- John R. Pidgeon of Pidgeon & Pidgeon, P.C.- legal services at the rate of \$175.00 per hour not to exceed \$5,000.

RESOLUTION #2022-10
REAPPOINTING PURCHASING AGENT

RESOLVED that the Board of Trustees of Library of the Chathams reappoints Karen Brodsky as Qualified Purchasing Agent up to a threshold of \$44,000.

RESOLUTION #2022-11
DESIGNATION OF PUBLIC AGENCY COMPLIANCE OFFICER (P.A.C.O.)

RESOLVED that the Board of Trustees of Library of the Chathams designates Karen Brodsky as the Public Agency Compliance Officer (P.A.C.O.).

RESOLUTION #2022-12
AFFIRMING THE AWARD OF CONTRACT FOR INSURANCE

WHEREAS, Alliant Insurance Services, Inc., located at 55 Madison Avenue, Morristown, NJ, solicited quotes from various insurance companies for package, commercial automobile, workers' compensation and employer's liability, commercial umbrella, D&O/EPLI (Employer Practices Liability Insurance) and group accident insurance for Library of the Chathams, and submitted a proposal for 2022; and

WHEREAS, Alliant Insurance Services, Inc. has completed and submitted their Business Entity Disclosure Certification pursuant to the New Jersey Pay-to-Play Act, certifying that no reportable contributions have been made to Chatham Borough or Chatham Township political or candidate committees in the previous one-year period and that the award of contract will prohibit the vendor from making any reportable contributions through the term of the contract;

RESOLVED, that the Board of Trustees affirms the award of contract for insurance through Alliant Insurance Services, Inc. for combined policies premiums not to exceed \$49,000 for a period of one year.

RESOLUTION #2022-13
AUTHORIZING THE AWARD OF AN EXTRAORDINARY UNSPECIFIABLE
SERVICES CONTRACT ASSOCIATED WITH CREATING, EDITING, LAYOUT,
PRINTING, POSTAGE, AND PHYSICAL BULK MAILING OF THE
LIBRARY NEWSLETTER

WHEREAS, the designated Qualified Purchasing Agent has approved the request for the above-referenced services and

WHEREAS, the Certification for an Extraordinary Unspecifiable Service has been provided and

WHEREAS, Chatham Print and Design has completed and submitted their Business Entity Disclosure Certification pursuant to the New Jersey Pay-to-Play Act, certifying that no reportable contributions have been made to Chatham Borough or Chatham Township political or candidate committees in the previous one-year period and that the award of contract will prohibit the vendor from making any reportable contributions through the term of the contract;

THEREFORE, the Board of Trustees authorizes the award of contract for services associated with the library newsletter to Chatham Print and Design not to exceed \$26,700 for the year ending December 31, 2022.

End Consent Agenda – Motion to adopt resolutions #2022-03 through #2022-13.

HMR Architects

Robert (Bob) Russell and Brian Steven

APPROVAL OF MINUTES

REPORT OF THE TREASURER

RESOLUTION #2022-14 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

Clarification of funds status discussion:

- \$750,000 resolutions from towns in 2021
- \$400,000 capital allocation from towns in 2014
- Operating request beyond 1/3 mil mandated minimum for 2022

RESOLUTION #2022-15 AUTHORIZING RESERVE OF FUNDS

Resolved that the Library Board of Trustees approves reserving funds as follows: \$35,000 to Available Reserve for use in 2021 electricity expenses unbilled; and \$203,509.12 to Capital Reserve designated for the Bridging Space to Place Project.

RESOLUTION #2022-16 AUTHORIZING SIGNATURE STAMPS

Whereas the Library Board of Trustees approved use of electronic payment methods for March through 2020, provided the Board of Trustees is provided with a Bills List in a manner consistent with past practices, and

Whereas the need for distanced practices and virtual/hybrid meetings is not resolved,

Therefore, resolved that the Library of the Chathams Board of Trustees approves the extension of use of Facsimile Signature (stamp) for payment of bills until further notice.

Further resolved that use of Online Bill Pay is suspended at this time.

Building and Grounds

Strategic Planning

Morris-Union Federation

Friends of the Library

Personnel

DIRECTOR'S REPORT

RESOLUTION #2022-17 AUTHORIZING MORRIS AUTOMATED INFORMATION NETWORK (MAIN, INC.) ANNUAL MEMBERSHIP AGREEMENT

WHEREAS, M.A.I.N. (Morris Automated Information Network) was created by a group of libraries for the purposes of supplementing and enhancing a computerized integrated library system ("ILS") for member libraries; and

WHEREAS, the members of M.A.I.N. are libraries who are willing to share with other members of M.A.I.N. (hereinafter called the "Members") all or parts of their individual collections for reciprocal borrowing; and

WHEREAS, M.A.I.N. is a cost-effective method of increasing availability of materials to the patrons of the Members; and

WHEREAS, pursuant to the Bylaws of M.A.I.N., each Member is asked to annually confirm their agreement to be a member of M.A.I.N. and to abide by the Bylaws, policies, and procedures of M.A.I.N.:

NOW, THEREFORE, BE IT RESOLVED, that the Library Board of Trustees of Library of the Chathams:

1. Confirms that the Library meets the qualifications of membership set forth in the Bylaws of M.A.I.N.; and
2. Agrees that the Library shall renew its membership in M.A.I.N. effective January 1, 2022; and
3. Agrees to release and hold harmless M.A.I.N. and its employees and contractors from any liability results from acts of the Member, other Members, and any third parties; and
4. Agrees that the Library shall abide by the Bylaws, policies, and procedures of M.A.I.N.

**RESOLUTION #2022-18
AUTHORIZING AN EMPLOYEE HANDBOOK**

Resolved that the Library Board of Trustees approves the development of an Employee Handbook as presented [amended] and to be developed.

OLD BUSINESS

NEW BUSINESS

**RESOLUTION #2022-19
APPROVING A MANDATORY COVID-19 VACCINATION POLICY FOR
EMPLOYEES AND VOLUNTEERS**

Resolved that the Library of the Chathams Board of Trustees approves the Mandatory COVID-10 Vaccination Policy for Employees and Volunteers as presented [amended].

**RESOLUTION #2022-20
APPROVING A RETURN TO THE LIBRARY POST-COVID-19
POLICY FOR EMPLOYEES AND VOLUNTEERS**

Resolved that the Library of the Chathams Board of Trustees approves the Return to the Library Post-COVID-19 Policy for Employees and Volunteers as presented [amended].

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.

JOINT FREE PUBLIC LIBRARY OF THE CHATHAMS INC.
CHATHAM, NEW JERSEY 07928
BOARD OF TRUSTEES

RESOLUTION #2022-_____ 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 #2022-_____ passed by the Board of Trustees of the Library of the Chathams at a meeting held on date at pm.

Susan Allen, Secretary

RESOLUTION #2022-_____ TO RETURN TO PUBLIC SESSION:

Be It Resolved by The Library Board of Trustees to return to public session at _____pm.

Andy Hollander, President, Board of Trustees

Date: _____

I certify that the above is a true copy of Resolution #2022-_____ passed by the Board of Trustees of the Library of the Chathams at a meeting held on date_____.

Susan Allen, Secretary