

JOINT FREE PUBLIC LIBRARY OF THE CHATHAMS INC.  
CHATHAM NJ 07928  
MINUTES OF THE BOARD OF TRUSTEES MEETING

Date: January 25, 2022

CALL TO ORDER: The meeting was called to order at 7:33 p.m. by Mr. Hollander.

ATTENDANCE: Mrs. Allen (virtually), Mrs. Dagounis (virtually), Mr. Hamilton (virtually), Mr. Hollander, Mayor Kobylarz, Ms. Magrane, Mrs. Montague, Mrs. Mott, Mr. Sullivan (virtually); Director Brodsky, Assistant Director Natenzon and Notary Liz Holler were also present.

ABSENT: No absences

**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 bulletin board, library website, notice provided to Chatham Borough Clerk, Chatham Township Clerk, and School Board Executive Assistant.

PUBLIC NOTICE: Mr. Hollander stated: Let the record show that adequate notice of the meeting has been given.

**ANNUAL REORGANIZATION**

**Oaths of Office** were administered by Mr. Hollander, who is an attorney, and taken by Ms. Magrane for Chatham Borough and Mrs. Allen, Mr. Hamilton and Mr. Sullivan for Chatham Township.

Resolution #2022-01 was unanimously approved.

Resolution #2022-02 was amended. Board meetings will take place on the fourth (4<sup>th</sup>) Thursday of each month except where specified. The Next Board meeting will take place on February 24, 2022. The resolution as amended was unanimously approved.

**Consent Agenda:** Resolutions #2022-03 through Resolution #2022-13 were unanimously approved.

**HMR Architects:** Robert (Bob) Russell and Brian Steven discussed plan options and costs. The Strategic Planning Committee will meet before the next Board meeting to discuss next steps.

MINUTES: On motion made and seconded, the Minutes of the December 14, 2021 meeting were approved with Ms. Magrane and Mrs. Mott abstaining.

TREASURER'S REPORT: By motion made and seconded the Report of the Treasurer and related documents were accepted. Bills to be Ratified, New Bills, and Additional New Bills to be paid were unanimously approved. Resolution #2022-14 was approved.

FINANCE COMMITTEE: Clarification of funds was agreed to require a virtual meeting with Borough Mayor Kobylarz, Administrator Williams and Finance Officer Fornaro, and a virtual meeting with Township Finance Committee members and Administration Hoffman. Resolutions #2022-15 and #2022-16 were unanimously approved.

BUILDINGS AND GROUNDS: Verbal report included status of humidity study, and mold remediation project recommended to take place after humidity corrections are made to the building.

STRATEGIC/LONG-RANGE PLANNING: Committee will meet before next Board meeting.

MORRIS-UNION FEDERATION: No report.

FRIENDS OF THE LIBRARY:

PERSONNEL:

DIRECTOR'S REPORT: RESOLUTION #2022-17 and #2022-18 were unanimously approved.

OLD BUSINESS:

NEW BUSINESS: Resolution #2022-19 was tabled. Resolution #2022-20 was unanimously approved.

ADJOURNMENT/DATE OF NEXT MEETING: There being no further business, upon motion made, seconded, and unanimously passed, the meeting was adjourned at 9:39 p.m. The next meeting will be 7:30 pm on Thursday, February 24, 2022.

Secretary: \_\_\_\_\_

## **RESOLUTIONS**

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

RESOLUTION #2022-02  
2022 BOARD MEETING DATES  
AS AMENDED

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

RESOLUTION #2022-04  
AUTHORIZING SIGNATORIES

RESOLUTION #2022-05  
BILL PAYMENT PROCEDURE

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

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

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

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

RESOLUTION #2022-10  
REAPPOINTING PURCHASING AGENT

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

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

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

RESOLUTION #2022-14  
AUTHORIZING PAYMENT OF BILLS

RESOLUTION #2022-15  
AUTHORIZING RESERVE OF FUNDS

RESOLUTION #2022-16  
AUTHORIZING SIGNATURE STAMPS

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

RESOLUTION #2022-18  
AUTHORIZING AN EMPLOYEE HANDBOOK

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