

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

Date: February 24, 2022

CALL TO ORDER: The meeting was called to order at 7:35 p.m. by Mr. Hollander.

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

ABSENT: Mrs. Dagounis, Mayor Kobylarz

**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.

Architect Anthony Iovino discussed that the Bridging project can possibly be done in five phases: Four on the upper level, one on the lower, and could include alternates in case of funding shortfalls. He will provide a quote for a first phase within two weeks.

MINUTES: On motion made and seconded, the Minutes of the January 25, 2022 meeting were unanimously approved.

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 #2022-21 was unanimously approved.

FINANCE COMMITTEE: The need for confirmation of funding from our towns was discussed.

BUILDINGS AND GROUNDS: Mott Macdonald attempted the humidity study but reported it cannot be done when it becomes more humid outside.

STRATEGIC/LONG-RANGE PLANNING: Committee will meet to discuss the two architects' proposals.

MORRIS-UNION FEDERATION:

FRIENDS OF THE LIBRARY:

PERSONNEL: Staff Merit Program to be discussed in Executive Session following agenda items.

DIRECTOR'S REPORT: Resolutions #2022-22, #2022-23 and #2022-24 were unanimously approved. Board discussion and consensus that:

- Trustees Emeritus terms will be determined at time of nomination or approximately 10 years.
- Mayors' Library Volunteer of the Year recommendation was approved.
- Board meeting materials to be disseminated 48 hours prior to each meeting.

OLD BUSINESS: Resolution #2022-25 was approved as amended.

PRESIDENT'S REPORT: Mr. Hollander discussed the Chatham Courier article that named Library of the Chathams.

NEW BUSINESS:

Revised Bylaws will be disseminated ten (10) days before the March Board meeting.

Resolution #2022-26 to adjourn to executive session to discuss the proposed Staff Merit Program was unanimously approved at 9:25 pm. Resolution #2021-27 to return to public session was unanimously approved at 9:44 pm. The proposed Staff Merit Program is acceptable but requires no resolution as it falls within the approved budget.

ADJOURNMENT/DATE OF NEXT MEETING: There being no further business, upon motion made, seconded, and unanimously passed, the meeting was adjourned at 9:45 p.m. The next meeting will be at 7:30 pm on Thursday, March 24, 2022.

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

**RESOLUTIONS**

RESOLUTION #2022-21  
AUTHORIZING PAYMENT OF BILLS

RESOLUTION #2022-22  
AUTHORIZING STATE OF NEW JERSEY CONTRIBUTORY  
UNEMPLOYMENT PROGRAM  
BEGINNING JANUARY 1, 2022

RESOLUTION #2022-23  
APPROVING A DRUG-FREE WORKPLACE POLICY

RESOLUTION #2022-24  
AUTHORIZING ELIMINATION OF LATE FINES  
FOR OVERDUE LIBRARY MATERIALS

RESOLUTION #2022-25  
APPROVING CESSATION OF MASK REQUIREMENT

RESOLUTION #2022-26  
TO ADJOURN TO EXECUTIVE SESSION

RESOLUTION #2022-27  
TO RETURN TO PUBLIC SESSION

Library of the Chathams  
Board of Trustees  
MINUTES OF EXECUTIVE SESSION  
February 24, 2022

Board discussed the proposed **Merit Bonus Program:**

When staff members have recently gone above and beyond their regular scope of work in adding a long-term, temporary project to their regular workload that either corrected a major problem or created a major long-lasting new service while maintaining their regular workload, that staff member/members may be considered for a merit bonus as recommended by the Library Board of Trustees Personnel Committee when the budget permits.

Committee recommendation for merit bonuses to be paid at the March 24, 2022 Board meeting:

Online Calendar Team members and gross bonus amounts:

Sandra Echeverri \$800  
Deborah Fitzgerald \$800  
Galina Natenzon \$1,200  
Jaime Sabonya \$800

Although many other staff members also learned about and used the new calendar, this team evaluated vendors and selected the product. They were responsible for system setup and administration as well as training of all staff. It was a big undertaking that took eight months.

Our calendar vendor went out of business as of December 31, 2021 so this Team meets the criteria above in every way.

Board resolution is not required as the Staff Merit Program falls within the approved 2022 budget.

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