LIBRARY OF THE CHATHAMS
CHATHAM, NEW JERSEY 07928

BOARD OF TRUSTEES
AGENDA
Tuesday, November 17, 2015
7:30 PM

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

2. CALL TO ORDER

3. OATH OF OFFICE

4. APPROVAL OF MINUTES

5. REPORT OF THE TREASURER

RESOLUTION #2015-44
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.

6. COMMITTEE REPORTS

FINANCE
Capital Request to Township for remainder of 2015 funds request
Proposed Operating Budget 2016
Appointing a Qualified Purchasing Agent / Facilities Consultant
Purchasing Consultant
Resolution to join National Joint Powers Alliance

RESOLUTION #2015-45
AUTHORIZING RESENDING CAPITAL REQUEST TO CHATHAM TOWNSHIP

WHEREAS, the library building repair and improvement requirements identified by the library engineer exceed the total capital reserve of the library and a request for funding was made in 2014, and

WHEREAS, Chatham Borough approved their percentage of that request but Chatham Township provided a portion of the amount,

THEREFORE, the Board of Trustees authorizes the Treasurer to submit a capital request to Chatham Township for the balance of the original request totaling $990,525.
RESOLUTION #2015-46
AUTHORIZING 2016 OPERATING BUDGET 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 operating budget request to Chatham Borough and Chatham Township as discussed.

RESOLUTION #2015-47
A RESOLUTION OF THE LIBRARY OF THE CHATHAM’S, COUNTY OF MORRIS, STATE OF NEW JERSEY, AUTHORIZING THE AWARD OF A NON FAIR AND OPEN CONTRACT WITH THE CANNING GROUP, LLC, FOR PROJECT MANAGEMENT SERVICES IN AN AMOUNT NOT TO EXCEED $15,000

WHEREAS the Board of Directors of the Library of the Chatham’s Joint Public Library are engaged in facilities reconstruction projects; and

WHEREAS the Library Board of Directors is recommending that the Library approve a contract with The Canning Group LLC, to employ a project manager / "Clerk of the Works" to assist the Library Board and the Library in overseeing construction projects and to insure that this project complies with the various state regulations, governing public construction contracts as outlined in the proposal for said services dated October 14, 2015; and

WHEREAS to provide the necessary project management / Clerk of the Works services requires special expertise and experience in public construction, the State Local Public Contracts law as well as the finance regulations of the state of New Jersey and Library of the Chatham’s, and related construction regulations of various state agencies. It is the opinion of the Library Board of Trustees that these services constitute an "Extraordinary Unspecifiable Service" pursuant to the regulations adopted by the NJ Department of Community Affairs under the Local Public Contracts Law; and

WHEREAS the Library Board of Trustees are of the opinion that the experience and training of Robert Venezia of the Canning Group LLC in municipal operations and municipal construction are uniquely suited to perform the Project management / Clerk of the Works Services for this Library construction project as set forth in the October 14 letter; and

WHEREAS the Local Public Contracts Law (N.J.S.A. 40A:11-1 et. seq.) requires that the resolution authorizing the award of a contract for Extraordinary Unspecifiable Service without competitive bidding and the contract itself must be available for public inspection and a notice of the award must be published in the official newspaper; and
WHEREAS The Canning Group LLC will provide the necessary Political Contribution Disclosure form and Business Entity Disclosure Certification which certifies that they have not made any reportable contributions to a political or candidate committee in the Library of the Chatham’s, and that the contract will prohibit The Canning Group, LLC, from making any reportable contributions through the term of the contract; and

WHEREAS The Canning Group will provide to the Library a certificate of Professional Liability Insurance in the amount of $1,000,000; and

WHEREAS funds for this contract are available,

NOW THEREFORE BE IT RESOLVED by the Board of Trustees, Library of the Chathams in the County of Morris, New Jersey as follows:

1. That the recommendation of the Library Board of Trustees is hereby accepted and the Library Director be authorized to execute a contract with The Canning Group LLC providing for the assignment of Robert F. Venezia as the Project Manager / Clerk of the Works, for Library construction projects at an hourly rate of $75 per hour for a maximum of 200 man-hours as set forth in the October 14, 2015 proposal in a maximum amount of $15,000.00.

2. That this contract is awarded as an Extraordinary Unspecifiable Service pursuant to the provision of the N. J. Local Public Contract law

3. That the library shall publish a notice of this contract award and the availability of the contract for public inspection

FURTHER RESOLVED, that Karen H. Brodsky, Director, remain appointed as The Joint Free Public Library of The Chathams Purchasing Agent for expenditures under $17,500.

RESOLUTION #2015-48
AUTHORIZING MEMBERSHIP IN THE NATIONAL JOINT POWERS ALLIANCE (NJPA)

WHEREAS, NJPA asserts it is a Minnesota Service Cooperative created and governed under Minnesota Statute §123A.21; and

WHEREAS, under Minnesota Statute §471.59, NJPA is permitted to enter into agreements with other governmental units in the United States and Canada to jointly or cooperatively exercise any power common to the contracting powers or similar powers, as deemed necessary; and

WHEREAS, Governmental Unit asserts it is authorized by its Statutes to utilize contracts competitively solicited by another governmental unit; and
WHEREAS, Governmental Unit and NJPA desire to enter into a “Joint Exercise of Powers Agreement” for the purpose of Governmental Unit accessing available contracts for goods and services from NJPA Awarded Vendors;

NOW THEREFORE, RESOLVED that the Board of Trustees authorizes the director to execute the membership agreement with the National Joint Powers Alliance for the purpose of governmental unit accessing contracts for good and services from NJPA-Awarded Vendors.

BUILDING AND GROUNDS
Asbestos investigation in boiler room -- air quality is safe
HVAC unit update
Roof work is expected to continue into December
Capital plan efforts to redirect water, including masonry and grading work, continues

STRATEGIC PLANNING

RESOLUTION #2015-49
ADOPTING AN UPDATED STRATEGIC PLAN
Resolved that the Library Board of Trustees adopts the proposed updated Strategic Plan.

MORRIS-UNION FEDERATION

FRIENDS OF THE LIBRARY

PERSONNEL

RESOLUTION #2015-50
ACTIONS TAKEN AND RESOLUTIONS ADOPTED REGARDING FLEXIBLE SPENDING ACCOUNT PLAN BY CONSENT OF THE BOARD OF TRUSTEES OF THE JOINT FREE PUBLIC LIBRARY OF THE CHATHAMS

The Board of Trustees of the JOINT FREE PUBLIC LIBRARY OF THE CHATHAMS (the "Corporation"), hereby adopt the following resolutions by unanimous consent and direct that this Consent Resolution be entered in the minute books of the Corporation.

WHEREAS, the Corporation adopted the Section 125 Cafeteria Plan (hereinafter, the “Plan”) under Section 105, 125 and 129 of the Internal Revenue Code in order to enable its employees to choose between qualified benefits under the Plan on a tax-excludable basis and/or taxable cash compensation as well as receive reimbursement for certain unreimbursed medical expenses and/or certain dependent care expenses; and
WHEREAS, the Corporation desires to amend and restate the Plan to reflect recent changes made under the Plan.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors hereby approves the amendment and restatement of the Plan (consisting of the Plan Document and the Adoption Agreement attached thereto) effective as of January 1, 2016;

BE IT FURTHER RESOLVED that the President and Secretary of the Corporation are authorized and directed to take any and all action as may be necessary to effectuate this Resolution.

IN WITNESS WHEREOF, the undersigned have executed this Consent Resolution effective as of November 17, 2015.

_________________________________ _____________________
President Date

_________________________________ _____________________
Secretary Date

RESOLUTION #2015-51
REAUTHORIZING SHARED SERVICES AGREEMENT FOR INFORMATION TECHNOLOGY SERVICES WITH MADISON PUBLIC LIBRARY

WHEREAS, Library of The Chathams entered into a Shared Services Agreement with Madison Public Library on November 22, 2013 for Information Technology Services, and

WHEREAS, the arrangement is fulfilling the Information Technology needs of Library of The Chathams and Madison public Library at this time,

THEREFORE, the Board of Trustees authorizes renewal of the agreement.

7. DIRECTOR’S REPORT

8. OLD BUSINESS

9. NEW BUSINESS

10. PUBLIC COMMENT

11. 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.