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

CALL TO ORDER

APPROVAL OF MINUTES

REPORT OF THE TREASURER

RESOLUTION #2014-50
AUTHORIZED PAYMENT OF BILLS
Resolved that the Library Board of Trustees approves payment of bills presented for payment and ratification of bills paid.

COMMITTEE REPORTS

Finance
2015 Budget Proposal

Building and Grounds

RESOLUTION #2014-51
AUTHORIZED CAPITAL REQUEST TO MUNICIPALITIES
WHEREAS, the library building repair and improvement requirements identified by the library engineer exceed the total capital reserve of the library,

THEREFORE, the Board of Trustees authorizes the Treasurer to submit a capital request to Chatham Borough and Chatham Township as outlined.

RESOLUTION #2014-52
AUTHORIZED AWARD OF A NON-FAIR AND OPEN CONTRACT FOR PROFESSIONAL SERVICES – ROOF
RESOLVED, that Hatch Mott MacDonald be awarded a non-fair and open contract to develop a request for proposal for roof work including development of requirements, construction documents preparation, administration and project management throughout the project as
outlined for fees not to exceed $26,700. Pending capital funding from municipalities, the Board of Trustees authorizes use of capital reserve funds for this purpose.

RESOLUTION #2014-53
AUTHORIZING AWARD OF A NON-FAIR AND OPEN CONTRACT FOR ARCHITECTURAL SERVICES

WHEREAS, Library of The Chathams has a need to acquire facilities review and design 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 services over the course of the year may exceed $17,500; and,

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

WHEREAS, HMR Architects has indicated they will provide services as ordered by Library of The Chathams via purchase order; and

WHEREAS, HMR Architects is completing and submitting a Business Entity Disclosure Certification which certifies that HMR Architects 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 HMR Architects 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 HMR Architects as described herein; and that fees are not to exceed $24,790. Pending capital funding from municipalities, the Board of Trustees authorizes use of capital reserve funds for this purpose; and,

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

RESOLUTION #2014-54
AUTHORIZING AWARD OF A NON-FAIR AND OPEN CONTRACT FOR HISTORIC SITE EVALUATION AND GRANT FEASIBILITY STUDY

RESOLVED, that HMR Architects be awarded a non-fair and open contract to make a determination of whether the library building meets at least one of the published criteria to apply as an historic site and become eligible for available grant funding for fees not to exceed $1,000. Pending capital funding from municipalities, the Board of Trustees authorizes use of capital reserve funds for this purpose.
RESOLUTION #2014-55
AUTHORIZING POSITION – ASSISTANT DIRECTOR
Resolved that the Board of Trustees authorizes the creation of an Assistant Director position as outlined in the proposed position description and authorizes the Director to fill the position effective immediately.

RESOLUTION #2014-56
AUTHORIZING TITLE CHANGE FOR EXISTING POSITION
COORDINATING LIBRARY ASSISTANT -- CIRCULATION
Resolved that the Board of Trustees authorizes the proposed amendment to the existing Coordinating Library Assistant – Circulation position, including a status and title change to Head, Circulation Services Department. The Board acknowledges that this essentially creates a new position that replaces the existing one and must be posted among staff according to the union contract specifications. The Board further authorizes the Director to post and fill the position effective immediately.

RESOLUTION #2014-57
ADOPTING AN ORGANIZATIONAL CHART
Resolved that the Board of Trustees adopts the proposed organizational chart. The Director shall have the authority to make the transitions as circumstances permit.

RESOLUTION #2014-58
AUTHORIZING SALARIES
Resolved that the Board of Trustees authorizes a salary adjustment for the department head holding the concurrent position of Assistant Director of between 5% and 15% of current salary (not including longevity) depending on the number of direct staff reports as outlined in the organizational chart document and transitional notes.

Be it further resolved, that the Board of Trustees authorizes a salary adjustment for the Head, Circulation Services Department of between 5% and 15% of current salary including longevity.

DIRECTOR’S REPORT

RESOLUTION #2014-59
AUTHORIZING TEEN ROOM PROJECT
Resolved that the Library Board of Trustees approves implementation of the Teen Room project as outlined by architect plans but subject to final Board approval. The Board further authorizes fund development for this purpose.
OLD BUSINESS
- Draft Agreement with Chatham Historical Society Regarding Existing Storage Space
- M.A.I.N., Inc. response to letter from Board President Fredric Pocci
- Employee Parking Update

NEW BUSINESS
Security

PUBLIC COMMENT

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.