

A regular meeting of the Board of Trustees of the Maywood Public Library was held on January 17, 2018 in the Hackbarth Auditorium in the Library.

In accordance with the requirements of the Sunshine Law of the State of New Jersey, the area newspapers have been properly notified of this meeting.

Vice President Lapin called the meeting to order at 6:35 PM.

The following were present:

Trustees: L. Lapin, M. Stathis, T. Valentine, E. Engel, E. Pope  
Council Liaison: M. Gervino  
Library Director: Caitlin Hull

The following were absent:

Trustees: H. Bloom, M. Matis-Rowe  
Mayor Adrian Febre  
School Superintendent Liaison: D. Cicarelli

## MINUTES

Motion to accept the minutes of the December meeting moved by Pope and seconded by Lapin.  
Motion carried.

## PUBLIC PORTION

No public present.

## CORRESPONDENCE

None.

## DIRECTOR'S REPORT

Director Hull reported on issues with the current statewide delivery service for BCCLS libraries (Library Link NJ) and adult and youth programs.

## FINANCE REPORT

### Bill List

**Hackbarth:** 10 items amounting to \$2,523.84  
Moved to accept by Stathis, seconded by Valentine.

Motion carried.

**Prestige:** 20 items for \$9,999.99  
Moved to accept by Stathis, seconded by Valentine.  
Motion carried.

Profit and Loss statements accepted as presented.

## COMMITTEE REPORTS

None.

## OLD BUSINESS

a. Security Guards:

Director Hull advised that the security company contract expired at the end of December 2017. The Library is currently without a security guard; there have been no security issues thus far. Director Hull is awaiting an update from Mayor Febre regarding the use of the Town's Special Police for the Library's security needs.

b. Renovation Project Update:

The Building Committee met last week and compiled a list of questions for the architect. These questions were forwarded to the architect, who provided answers and made additional inquiries. The architect will attend a near future Board meeting for a question and answer session.

c. Awesome Library Services/Website:

Director Hull advised that the Board Attorney, William Rupp, Esq., sent a letter to Awesome Library Services advising that payment will not be made due to service issues. A response has not yet been received. Director Hull further advised that the Library has a basic website running temporarily, and that she is currently obtaining quotes for a new web hosting service.

The Board approved the hiring of a new web hosting/design service not to exceed the amount of \$1,800.00 for the redesign of the Maywood Library website. A movement was made by Stathis and seconded by Pope. Motion carried.

## NEW BUSINESS

a. By Laws Review:

The Board discussed reviewing and updating the Library's By Laws.

b. Policy Review:

The Board discussed reviewing and updating the Library's policies. A committee was formed to carry out the task.

**c. Committees:**

The Board discussed existing committees (building) and the formation of new committees (policy) to help address the needs of the Library.

**ADJOURNMENT**

Stathis moved to adjourn at 7:15 PM, seconded by Engel. Motion Carried. Meeting Adjourned.

**REORGANIZATION MEETING**

Director Hull took over the meeting for the election of new officers:

**Officers**

President: Stathis moved Lorraine Lapin, seconded by Valentine. Motion carried.

Vice President: Lapin moved Matthew Stathis, seconded by Pope. Motion carried.

Treasurer: Stathis moved Ellen Pope, seconded by Engel. Motion carried.

Secretary: Stathis moved Tammy Valentine, seconded by Pope. Motion carried.

Chairman Emeritus: Stathis moved to create an honorary position for Hal Bloom, seconded by Lapin. The new position is a Mayor appointed five (5) year term. The Chairman Emeritus is a member of the Board and can vote.

Stathis moved to adjourn at 7:25 and return to regular session, seconded by Lapin.

**REGULAR SESSION**

Called to order at 7:25 by President Lorraine Lapin.

Resolutions:

- 2016-01** Establish the Annual Schedule of Meetings  
Moved by Pope, seconded by Lapin. Resolution approved.
- 2016-02** Authorize Hours of Operation  
Moved by Pope, seconded by Lapin. Resolution approved.
- 2016-03** Designate Days Library Will Be Closed.  
Moved by Pope, seconded by Lapin. Resolution approved.
- 2016-04** Designate Official Newspapers

**Our Town**

## Community News

Moved by Pope, seconded by Lapin. Resolution approved.

### 2016-05 Designate Official Depositories

Community Bank of Bergen County

Moved by Pope, seconded by Lapin. Resolution approved.

### 2016-06 Authorize Signatures on Checks

- President of the Board of Trustees
- Treasurer of the Board of Trustees
- Vice President of the Board of Trustees
- Secretary of the Board of Trustees

Moved by Pope, seconded by Lapin. Resolution approved...

### 2016-07 Library Purchasing Agent

Caitlin Hull, Library Director

Moved by Pope, seconded by Lapin. Resolution approved.

### 2016-08 Retain Professional Services without Competitive Bidding

Attorney  
Auditor

Moved by Pope, seconded by Lapin. Resolution approved.

### 2016-09 Appointing Attorney

William F. Rupp, Esq. of Chasan, Lamparello, Mallon & Cappuzzo, PC at 300  
Lightening Way, Secaucus, NJ 07094

Moved by Pope, seconded by Lapin. Resolution approved. Contingent on  
acceptance of last year's fee schedule.

### 2016-10 Appointing Auditor

VM Associates at 111 Howard Boulevard, Suite 212, Mount Arlington NJ 07856

Moved by Pope, seconded by Lapin. Resolution approved. Contingent on  
acceptance of last year's fee schedule.

### 2016-11 Establish Petty Cash Accounts

Moved by Pope, seconded by Lapin. Resolution approved.

### 2016-12 Maintain Membership in BCCLS

Moved by Pope, seconded by Lapin. Resolution approved.

### 2016-13 Authorization to Sign Payroll

Caitlin Hull, Library Director

Moved by Pope, seconded by Lapin. Resolution approved.

**2016-14** Authorization of Payment of Reasonable and Customary Bills in the Event of A  
Recess or Absence of Quorum

Lapin moved to change the payment amount from \$5,000.00 to \$9,000.00.  
Seconded by Stathis. Motion carried. Resolution approved.

**ADJOURNMENT**

Stathis moved to adjourn at 7:40, seconded by Engel. Motion Carried. Meeting Adjourned.

Respectfully submitted,

Tammy Valentine, Secretary