

**MAYWOOD PUBLIC**  
**LIBRARY**  
**RESOLUTIONS**  
**2023**

# **MAYWOOD PUBLIC LIBRARY**

## **2023 RESOLUTIONS**

**The following resolutions are reviewed, updated and approved annually  
by the Board of Trustees at the formal reorganization  
meeting in January.**

- 2023-01** Establish the Annual Schedule of Meetings
- 2023-02** Authorize Hours of Operation
- 2023-03** Designate Days Library Will Be Closed.
- 2023-04** Designate Official Newspapers
- 2023-05** Designate Official Depositories
- 2023-06** Authorize Signatures on Checks
- 2023-07** Library Purchasing Agent
- 2023-08** Retain Professional Services without Competitive Bidding
- 2023-09** Appointing Attorney
- 2023-10** Appointing Auditor
- 2023-11** Establish Petty Cash Accounts
- 2023-12** Maintain Membership in BCCLS
- 2023-13** Authorization to Sign Payroll
- 2023-14** Authorization of Payment of Reasonable and Customary Bills in the Event of a Recess or  
Absence of Quorum

# MAYWOOD PUBLIC LIBRARY

## 2023 RESOLUTIONS

### 2023-01 ESTABLISH THE ANNUAL SCHEDULE OF MEETINGS

**WHEREAS**, N.J.S.A. 10:4-18 of the Open Public Meetings Act provides that within seven days following the annual organization meeting of the Board of Trustees, or if there be no such organization meeting, then, by no later than January 10<sup>th</sup>, every public body shall establish by resolution a schedule of regular meetings of the Governing body to be held during the succeeding year and shall post and maintain posted throughout the year and shall submit to the Borough Clerk, and shall transmit to the designated newspapers, and shall submit to persons requesting the same, in writing, copies of such schedule of regular meetings; and

**THEREFORE, BE IT RESOLVED** that the Board of Trustees of the Maywood Public Library hereby designates the regular meeting dates shall generally be the second Wednesday of each month.

#### 2023 Meetings for the Board of Trustees

January 11	July 12
February 8	August – No meeting
March 8	September 13
April 12	October 11
May 10	November 8
June 14	December 13

The date for the first meeting in 2024 will be January 10<sup>th</sup>.

All meetings shall be held at the Maywood Public Library, 459 Maywood Avenue, Maywood, NJ 07607 or virtually via Zoom pursuant to the declared public health emergency and the continuing need for social distancing. All meetings referred to herein shall begin at 6:30 p.m.

In the event that the above schedule of meetings is hereinafter revised, notice shall be posted in the library, and shall be transmitted to the designated newspapers, and shall be submitted to the Maywood Borough Clerk in accordance with the provisions of the Open Public Meetings Act.

Pursuant to the provisions of N.J.S.A. 10:4-19, any person may request in writing that the Board, through the Library Director, mail to him copies of the regular meeting schedule or revision. The Board hereby fixes the charge for such notice at \$10.00 prepaid, this being a reasonable sum to cover the cost of providing such notice.

Approved: January 11, 2023

# MAYWOOD PUBLIC LIBRARY

## 2023 RESOLUTIONS

### 2023-02 AUTHORIZE HOURS OF OPERATION

**WHEREAS**, the Board of Trustees of the Maywood Public Library recognizes the need to establish a regular schedule of hours of operation; and

**WHEREAS**, the Board of Trustees recognizes the need to have the Library open to best serve the public;

**BE IT RESOLVED** that the hours of operation shall be in effect for the Library beginning January 1, 2023 and ending December 31, 2023.

	<b>Jan 1 – June 30; Labor Day – Dec 31</b>	<b>July 1 – Labor Day</b>
Monday	10:00 am – 8:00 pm	10:00 am – 8:00 pm
Tuesday	10:00 am – 8:00 pm	10:00 am – 8:00 pm
Wednesday	10:00 am – 8:00 pm	10:00 am – 8:00 pm
Thursday	10:00 am – 5:30 pm	10:00 am – 5:30 pm
Friday	10:00 am – 5:30 pm	10:00 am – 5:30 pm
Saturday	10:00 am – 4:30 pm	10:00 am – 2:00 pm
Sunday	Closed	Closed
	<b>Total 51.5 Hours</b>	<b>49 Hours</b>

Approved by the Maywood Public Library Board of Trustees on January 11, 2023

# MAYWOOD PUBLIC LIBRARY

## 2023 RESOLUTIONS

### 2023-03 DESIGNATE DAYS LIBRARY WILL BE CLOSED

**WHEREAS**, the Board of Trustees of the Maywood Public Library recognizes the need for authorizing closing the Library or limiting hours on designated holidays; and

**WHEREAS**, the Maywood Public Library Board of Trustees has studied the closing schedule followed by the Borough of Maywood and Board of Education; and

**NOW, THEREFORE BE IT RESOLVED**, that the Library closings beginning January 1, 2023 and through January 15, 2024 will be as outlined below.

### MAYWOOD PUBLIC LIBRARY CLOSINGS 2023

New Year's Day (observed)	Monday	January 2
Martin Luther King Day	Monday	January 16
President's Day	Monday	February 20
Good Friday	Friday	April 7
Easter*	Sunday	April 9 *Library now closed Sundays
Memorial Day Saturday	Saturday	May 27
Memorial Day Sunday	Sunday	May 28 *Library now closed Sundays
Memorial Day	Monday	May 29
Juneteenth	Monday	June 19
Independence Day	Tuesday	July 4
Labor Day Saturday	Saturday	September 2
Labor Day Sunday	Sunday	September 3 *Library now closed Sundays
Labor Day	Monday	September 4
Columbus Day	Monday	October 9
Thanksgiving Wednesday	Wednesday	November 22 – early closing (5 pm)
Thanksgiving	Thursday	November 23
Thanksgiving Friday	Friday	November 24
Christmas Eve	Sunday	December 24 *Library now closed Sundays
Christmas	Monday	December 25

### January Closings in 2024

New Year's Day	Monday, January 1, 2024
Martin Luther King, Jr. Day	Monday, January 15, 2024

Approved by the Maywood Public Library Board of Trustees on January 11, 2023

**MAYWOOD PUBLIC LIBRARY  
2023 RESOLUTIONS**

**2023-04 DESIGNATE OFFICIAL NEWSPAPERS**

**WHEREAS**, the Board of Trustees of the Maywood Public Library recognizes the need to designate an official newspaper for the publication of legal notices;

**NOW, THEREFORE, BE IT RESOLVED** the Board of Trustees of the Maywood Public Library, designates as the official newspaper:

**Our Town  
Bergen Record/Community News**

Approved by the Maywood Public Library Board of Trustees on January 11, 2023

# MAYWOOD PUBLIC LIBRARY

## 2023 RESOLUTIONS

### 2023-05 DESIGNATE OFFICIAL DEPOSITORIES

**WHEREAS**, the Board of Trustees of the Maywood Public Library recognizes the need to designate official depositories for its monies;

**WHEREAS**, the Board of Trustees recognizes the need to establish a straightforward audit trail for all deposits and disbursements,

**NOW, THEREFORE, BE IT RESOLVED**, the Board of Trustees of the Maywood Public Library, designates as the official depositories for its monies, the following:

Provident Bank

**BE IT FURTHER RESOLVED**, the Board of Trustees of the Maywood Public Library has one checking account for operating funds and a separate account for funds from the Hackbarth Foundation. An additional account for Capital Funds was approved in 2019 to be opened this year.

Approved by the Maywood Public Library Board of Trustees on January 11, 2023

# MAYWOOD PUBLIC LIBRARY

## 2023 RESOLUTIONS

### 2023-06 AUTHORIZE SIGNATURES ON CHECKS

**WHEREAS**, the Board of Trustees of the Maywood Public Library recognizes the need for authorizing signatures on library checks, and transfer and withdrawal slips;

**WHEREAS**, automated processing at banks no longer permits checking for double signatures;

**NOW, THEREFORE, BE IT RESOLVED**, the Board of Trustees of the Maywood Public Library, hereby authorizes the following to sign withdrawal slips, transfers, and checks in payment of goods and services:

- 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

Two signatures are required.

Approved by the Maywood Public Library Board of Trustees on January 11, 2023



# **MAYWOOD PUBLIC LIBRARY**

## **2023 RESOLUTIONS**

### **2023-07 LIBRARY PURCHASING AGENT**

**WHEREAS**, the Board of Trustees of the Maywood Public Library recognizes the need for financial accountability; and

**WHEREAS**, one Library staff member should authorize all of the expenditures made on behalf of the Library; and

**WHEREAS**, the Board of Trustees recognizes the need to streamline purchase decisions while maintaining control over large purchases,

**NOW, THEREFORE, BE IT RESOLVED**, the Board of Trustees of the Maywood Public Library designates the following as the official Library Purchasing Agent:

Caitlin Hull, Library Director

**BE IT FURTHER RESOLVED** that the Board of Trustees of the Maywood Public Library authorizes the Library Purchasing Agent to make purchases up to \$1,000.00 without prior approval from the Board of Trustees.

Approved by the Maywood Public Library Board of Trustees on January 11, 2023

**MAYWOOD PUBLIC LIBRARY**  
**2023 RESOLUTIONS**

**2023-08 RETAIN PROFESSIONAL  
SERVICES WITHOUT COMPETITIVE BIDDING**

**WHEREAS**, pursuant to the New Jersey Local Public Contract Law, the Board of Trustees of the Maywood Public Library is permitted to retain the services of persons who provide professional services without competitive bidding; and

**WHEREAS**, the Board of Trustees of the Maywood Public Library wishes to retain firms that provide professional services, such as legal and auditing;

**NOW, THEREFORE, BE IT RESOLVED**, the Board of Trustees of the Maywood Public Library shall retain the following professional services, without competitive bidding:

Attorney  
Auditor  
Architect

Approved by the Maywood Public Library Board of Trustees on January 11, 2023

**MAYWOOD PUBLIC LIBRARY**  
**2023 RESOLUTIONS**

**2023-09 APPOINTING ATTORNEY**

**WHEREAS**, the Board of Trustees of the Maywood Public Library has determined that it is in the best interest of the Library and necessary to the efficient operation of said Library to appoint a qualified attorney to provide legal services;

**WHEREAS**, funds are available for said purpose;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of the Maywood Public Library will appoint William F. Rupp, Esq. to provide legal services.

**BE IT FURTHER RESOLVED** that the term for said appointment shall run from January 1, 2023 through December 31, 2023.

Approved by the Maywood Public Library Board of Trustees on January 11, 2023

**MAYWOOD PUBLIC LIBRARY**  
**2023 RESOLUTIONS**

**2023-10 APPOINTING AUDITORS**

**WHEREAS**, the Board of Trustees of the Maywood Public Library has determined that it is in the best interest of the Library and necessary to the efficient operation of said Library to appoint qualified auditors to conduct an annual review of the books and accounting methods and records; and

**WHEREAS**, funds are available for said purpose;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of the Maywood Public Library will appoint Wielkocz & Company at 401 Wanaque Ave, Pompton Lakes, NJ 07442 as auditor for the financial records of 2022.

**BE IT FURTHER RESOLVED** that the term for said appointment shall run from January 1, 2023 through December 31, 2023.

Approved by the Maywood Public Library Board of Trustees on January 11, 2023

**MAYWOOD PUBLIC LIBRARY**  
**2023 RESOLUTIONS**

**2023-11 RESOLUTION TO ESTABLISH  
PETTY CASH ACCOUNTS**

**WHEREAS**, the Board of Trustees of the Maywood Public Library recognizes the need to place orders in the most cost effective and efficient manner;

**WHEREAS**, there needs to be a way to reimburse staff and others for small cash purchases made on behalf of the library which are pre-authorized by the Purchasing Agent;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of the Maywood Public Library, authorizes the following

- Petty cash fund of \$50 from the operating funds
- Petty cash fund of \$200 from the Hackbarth funds
- Change fund of \$115 to enable staff to make change for patrons when paying fines.

Petty cash funds are to be managed by a single individual who is designated by the Library Director. For the year 2023 Durga Satish is designated to have oversight responsibility for these funds.

Approved by the Maywood Public Library Board of Trustees on January 11, 2023

**MAYWOOD PUBLIC LIBRARY  
2023 RESOLUTIONS**

**2023-12 RESOLUTION TO MAINTAIN MEMBERSHIP  
IN THE BERGEN COUNTY COOPERATIVE LIBRARY SYSTEM  
(BCCLS)**

**WHEREAS**, the Board of Trustees of the Maywood Public Library recognizes the need to participate in a library cooperative for service to the community;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of the Maywood Public Library, agrees to participate as a member in good standing in the Bergen County Cooperative Library System (BCCLS) and abide by its policies and rules of membership.

Approved by the Maywood Public Library Board of Trustees on January 11, 2023

**MAYWOOD PUBLIC LIBRARY**  
**2023 RESOLUTIONS**

**2023-13 AUTHORIZATION TO SIGN PAYROLL**

**WHEREAS**, the Board of Trustees of the Maywood Public Library recognizes the need for providing accurate and timely information to the Borough of Maywood; and

**WHEREAS**, one Library staff member should authorize paid hours for library employees for payroll time sheets for the Borough of Maywood,

**NOW, THEREFORE, BE IT RESOLVED**, the Board of Trustees of the Maywood Public Library designates the following as the individual authorized to sign the Borough's payroll forms:

Caitlin Hull, Library Director

Approved by the Maywood Public Library Board of Trustees on January 11, 2023

**MAYWOOD PUBLIC LIBRARY**  
**2023 RESOLUTIONS**

**2023-14 RESOLUTION AUTHORIZING THE PAYMENT OF  
REASONABLE AND CUSTOMARY BILLS IN THE EVENT OF A  
RECESS OR ABSENCE OF QUORUM**

**WHEREAS**, the Maywood Public Library conducts business year-round; and,

**WHEREAS**, the Maywood Public Library Board of Trustees does not have a scheduled meeting in August 2023 and on occasion, might not have enough Trustees to hold a quorum; and,

**WHEREAS**, the Board anticipates receiving various invoices, vouchers, and bills for payment due from the Library to various vendors throughout 2023; and,

**WHEREAS**, the Board desires to process payment to these vendors without undue delay;

**NOW, THEREFORE, BE IT RESOLVED**, by the Maywood Public Library Board of Trustees that the Library Director be and is hereby authorized and directed to make payments of all invoices, vouchers, and bills less than \$9,000 in the event there is no Board Meeting for reasons such as a recess or lack of quorum.

Approved by the Maywood Public Library Board of Trustees on January 11, 2023