

MAYWOOD PUBLIC
LIBRARY
RESOLUTIONS
2017

MAYWOOD PUBLIC LIBRARY

2017 RESOLUTIONS

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

- 2017-01** Establish the Annual Schedule of Meetings
- 2017-02** Authorize Hours of Operation
- 2017-03** Designate Days Library Will Be Closed.
- 2017-04** Designate Official Newspapers
- 2017-05** Designate Official Depositories
- 2017-06** Authorize Signatures on Checks
- 2017-07** Library Purchasing Agent
- 2017-08** Retain Professional Services without Competitive Bidding
- 2017-09** Appointing Attorney
- 2017-10** Appointing Auditor
- 2017-11** Establish Petty Cash Accounts
- 2017-12** Maintain Membership in BCCLS
- 2017-13** Authorization to Sign Payroll

MAYWOOD PUBLIC LIBRARY

2017 RESOLUTIONS

2017-01 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 10th, 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 third Wednesday of each month.

2017 Meetings for the Board of Trustees

January 18	July 19
February 15	August 16
March 15	September 20
April 19	October 18
May 17	November 15
June 21	December 20

The date for the first meeting in 2018 will be January 17th.

All meetings shall be held at the Maywood Public Library, 459 Maywood Avenue, Maywood, NJ 07607. 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 18, 2017

MAYWOOD PUBLIC LIBRARY

2017 RESOLUTIONS

2017-02 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, 2017 and ending December 31, 2017.

	Jan 1 – May 31/ Sept 5 – Dec 31	June 1 – June 30	July 1 – Sept 4
Monday	10:00 am – 8:00 pm	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	10:00 am – 8:00 pm
Wednesday	10:00 am – 8:00 pm	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	10:00 am – 5:30 pm
Friday	10:00 am – 5:30 pm	10:00 am – 5:30 pm	10:00 am – 5:30 pm
Saturday	10:00 am – 4:30 pm	10:00 am – 4:30 pm	10:00 am – 2:00 pm
Sunday	1:00 pm – 4:30 pm	Closed	Closed
	Total 55 Hours	Total 51.5 Hours	49 Hours

Approved by the Maywood Public Library Board of Trustees on January 18, 2017

MAYWOOD PUBLIC LIBRARY

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2017-03 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

NOW, THEREFORE BE IT RESOLVED, that the Library closings beginning January 1, 2017 and through January 1, 2018 will be as outlined below.

MAYWOOD PUBLIC LIBRARY CLOSINGS 2017

New Years Day	Monday	January 2
Martin Luther King Day	Monday	January 16
President's Day	Monday	February 20
Good Friday	Friday	April 14
Easter	Sunday	April 16
Memorial Day Saturday	Saturday	May 27
Memorial Day Sunday	Sunday	May 28
Memorial Day	Monday	May 29
Independence Day	Tuesday	July 4
Labor Day Saturday	Saturday	September 2
Labor Day Sunday	Sunday	September 3
Labor Day	Monday	September 4
Election Day	Tuesday	November 7
Thanksgiving Wednesday	Wednesday	November 22 – early closing
Thanksgiving	Thursday	November 23
Thanksgiving Friday	Friday	November 24
Christmas Eve	Sunday	December 24
Christmas	Monday	December 25
New Year's Eve	Sunday	December 31

January Closings in 2018

New Year's Day	Monday	January 1, 2018
Martin Luther King Day	Monday	January 15, 2018

Approved by the Maywood Public Library Board of Trustees on January 18, 2017

MAYWOOD PUBLIC LIBRARY
2017 RESOLUTIONS

2017-04 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
Community News

Approved by the Maywood Public Library Board of Trustees on January 18, 2017

MAYWOOD PUBLIC LIBRARY

2017 RESOLUTIONS

2017-05 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:

Community Bank of Bergen County

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.

Approved by the Maywood Public Library Board of Trustees on January 18, 2017

MAYWOOD PUBLIC LIBRARY

2017 RESOLUTIONS

2017-06 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 18, 2017

MAYWOOD PUBLIC LIBRARY

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2017-07 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 18, 2017

MAYWOOD PUBLIC LIBRARY
2017 RESOLUTIONS

**2017-08 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

Approved by the Maywood Public Library Board of Trustees on January 18, 2017

MAYWOOD PUBLIC LIBRARY
2017 RESOLUTIONS

2017-09 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. of Winne, Banta, Basralian & Kahn, P.C. at 21 Main Street, Hackensack, NJ 07601 to provide legal services.

BE IT FURTHER RESOLVED that the term for said appointment shall run from January 1, 2017 through December 31, 2017.

Approved by the Maywood Public Library Board of Trustees on January 18, 2017

MAYWOOD PUBLIC LIBRARY

2017 RESOLUTIONS

2017-10 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 VM Associates at 111 Howard Boulevard, Suite 212, Mount Arlington NJ 07856 as auditor for the financial records of 2015.

BE IT FURTHER RESOLVED that the term for said appointment shall run from January 1, 2017 through December 31, 2018.

Approved by the Maywood Public Library Board of Trustees on January 18, 2017

MAYWOOD PUBLIC LIBRARY

2017 RESOLUTIONS

2017-11 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 2017 Durga Satish is designated to have oversight responsibility for these funds.

Approved by the Maywood Public Library Board of Trustees on January 18, 2017

**MAYWOOD PUBLIC LIBRARY
2017 RESOLUTIONS**

**2017-12 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 18, 2017

MAYWOOD PUBLIC LIBRARY
2017 RESOLUTIONS

2017-13 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 18, 2017