

A regular meeting of the Board of Trustees of the Maywood Public Library was held on January 16, 2019 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.

President Lapin called the meeting to order at 6:34 PM.

The following were present:

Trustees: L. Lapin, M. Stathis, T. Valentine, M. Matos-Rowe, E. Engel, E. Pope  
Library Director: Caitlin Hull

The following were absent:

Mayor Adrian Febre  
Council Liaison: M. Gervino  
School Superintendent Liaison: D. Cicarelli

## MINUTES

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

## PUBLIC PORTION

No public present.

## CORRESPONDENCE

None.

## DIRECTOR'S REPORT

Director Hull reported building issues, Hackbarth updates, BCCLS updates, staff training, community outreach and adult and youth programs.

## FINANCE REPORT

### Bill List

**Hackbarth:** 13 items amounting to \$12,372.58  
Moved to accept by Valentine, seconded by Pope.  
Motion carried.

**Prestige:** 21 items for \$13,751.60  
Moved to accept by Valentine, seconded by Stathis.  
Motion carried.

Profit and Loss statements accepted as presented.

## **COMMITTEE REPORTS**

None.

## **OLD BUSINESS**

### **A. Overdrive Advantage Plus**

Director Hull provided an update regarding joining BCCLS Overdrive Advantage.

## **NEW BUSINESS**

### **A. Staff Training and Delayed Opening**

The Board made a motion to approve a delayed opening on January 29, 2019 for a staff development session. Moved by Lapin, seconded by Stathis. Motion carried.

### **B. Staff Roster**

The Board reviewed the Library Staff Roster.

### **C. 2019 Goals**

The Board reviewed the Maywood Public Library 2019 Goals, which is a precursor to a future strategic plan.

## **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 Pope. Motion carried.

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

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

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

Stathis moved to adjourn at 7:18 and return to regular session, seconded by Lapin.

## REGULAR SESSION

Called to order at 7:18 by President Lorraine Lapin.

Resolutions:

- 2019-01** Establish the Annual Schedule of Meetings  
Moved by Stathis, seconded by Matos-Rowe. Resolution approved.
- 2019-02** Authorize Hours of Operation  
Moved by Stathis, seconded by Matos-Rowe. Resolution approved.
- 2019-03** Designate Days Library Will Be Closed  
Moved by Stathis, seconded by Matos-Rowe. Resolution approved.
- 2019-04** Designate Official Newspapers  
**Our Town**  
**Community News**  
Moved by Stathis, seconded by Matos-Rowe. Resolution approved.
- 2019-05** Designate Official Depositories  
Community Bank of Bergen County  
Moved by Stathis, seconded by Matos-Rowe. Resolution approved.
- 2019-06** 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 Stathis, seconded by Matos-Rowe. Resolution approved.
- 2019-07** Library Purchasing Agent  
Caitlin Hull, Library Director  
Moved by Stathis, seconded by Matos-Rowe. Resolution approved.
- 2019-08** Retain Professional Services without Competitive Bidding  
Attorney  
Auditor  
Moved by Stathis, seconded by Matos-Rowe. Resolution approved.
- 2019-09** Appointing Attorney

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

Moved by Stathis, seconded by Matos-Rowe. Resolution approved. Contingent  
on acceptance of last year's fee schedule.

**2019-10** Appointing Auditor

Ferraioli, Wielkocz, Cerullo & Cuva at 401 Wanaque Ave, Pompton Lakes, NJ  
07442.

Moved by Stathis, seconded by Matos-Rowe. Resolution approved. Contingent  
on acceptance of last year's fee schedule.

**2019-11** Establish Petty Cash Accounts

Moved by Stathis, seconded by Matos-Rowe. Resolution approved.

**2019-12** Maintain Membership in BCCLS

Moved by Stathis, seconded by Matos-Rowe. Resolution approved.

**2019-13** Authorization to Sign Payroll

Caitlin Hull, Library Director

Moved by Stathis, seconded by Matos-Rowe. Resolution approved.

**2019-14** Authorization of Payment of Reasonable and Customary Bills in the Event of A  
Recess or Absence of Quorum

Moved by Stathis, seconded by Matos-Rowe. Resolution approved.

**ADJOURNMENT**

Stathis moved to adjourn at 7:25, seconded by Lapin. Motion Carried. Meeting Adjourned.

Respectfully submitted,

Tammy Valentine, Secretary