

**Minutes of the January 9, 2023
Montclair Public Library Board of Trustees Meeting**

The 2174th meeting of the Montclair Public Library Board of Trustees was held on Monday, January 9, 2023 at 7:00 p.m. hybrid in accordance with New Jersey Law.

The meeting was called to order by President JoAnn McCullough at 7:00 pm.

Roll Call:

Board Members Present: JoAnn McCullough, Presiding, Theodore Graham, Marcos Vargas, Brian Clarkson and Geoffrey Borshof

Library Staff Present: Director Janet Torsney, Assistant Director Selwa Shamy Recording Secretary Linda Welch

Open Meetings Act:

President JoAnn McCullough announced that the meeting was in compliance with the Open Meetings Act. Notice of this meeting was posted on the Library website, in the Library, at the Municipal Building and advertised in the Star Ledger. Notice of the change of venue to an Hybrid meeting was posted on the library website.

The Election of Officers

The candidates for 2023 are:

- President: JoAnn McCullough
- Vice President: Theodore Graham
- Secretary: Vacant
- Treasurer: Brian Clarkson

Theodore Graham made a motion to accept the Nominating Committee's recommendations for the slate of officers and Geoffrey Borshof seconded the motion. The motion was carried unanimously.

Approval of Minutes:

The Minutes of the December 12, 2022 meeting stood approved. Brian Clarkson made the motion, Marcos Vargas seconded. The motion was carried unanimously.

Presidents' Report:

JoAnn McCullough reported that the Executive Committee met on January 3 to discuss the agenda and Board vacancies.

The Policy Committee will schedule a meeting before the February 13 Board meeting.

Geoffrey Borshof is working with the MPL Foundation on the Strategic Plan.

Treasurer's Report:

Brian Clarkson presented the Treasurer's Report:

Brian Clarkson moved for the Resolution #23-01 Approving the Bills and Payables between the December 12, 2022 and January 9, 2023 Board of Trustees Meetings be approved and the itemized summary be made part of the minutes and Theodore Graham seconded. The motion was carried unanimously.

Theodore Graham moved for the adoption of Resolution #23-02 Pre-Approving Bills and Payables due between the January 9, 2023 and February 13, 2023 Board of Trustees Meetings be approved and the itemized summary be made part of the minutes and Brian Clarkson seconded. The motion was carried unanimously.

Theodore Graham moved for the adoption of Resolution #23-03 Approving the December 2022 Bank Bank Reconciliation Statements and Brian Clarkson seconded. The motion was carried unanimously.

Reports from Support Organizations:

MPL Foundation: Gina Chung Fortt reported:

Annual Appeal

Thank you to the many Trustees who contributed to the Foundation's Annual Appeal, and a special thank you to Geoffrey Borshof who provided in-kind marketing services to help us reach donors through a targeted ad campaign. We raised almost \$193,000 from 522 gifts during the annual appeal period. While we fell short of our goal by about \$30,000, 2022 was still one of the Foundation's top 3 years in terms of total fundraising, with approximately \$380,000 raised overall. It is clear that the performance of the stock market and high inflation are affecting many nonprofits, including MPLF. As you see in the chart below, the number of annual appeal gifts is down from last year. We will continue to examine our data to see how we might better focus our efforts in the year ahead.

Gala

The Foundation is now pivoting our focus to the Gala, with the big event less than 4 months away. Invitations are in the works and we are in the process of building out webpages, soliciting sponsorships, and securing auction items. Tickets will go on sale soon – stay tuned.

Reception for Open Book / Open Mind Sponsors

An invitation-only reception is planned for late February to thank the sponsors and supporters of the Open Book / Open Mind program. D.T. Max will speak about his new book "*Finale: Late Conversations with Stephen Sondheim*," with director Peter Flynn, and Broadway actress and singer Andréa Burns will perform several Sondheim songs. Brian Clarkson and Christina Cotton have generously offered to host this special event in their home.

Montclair Library Friends: Janet Torsney

The Friends are coordinating with MPLF to offer Friends membership in the thank-you letters for the appeal.

The Friends will begin library tours in the spring. Janet will work with Tom Hoesly about sending a message to new members telling them about the tours.

The Friends are interested in staffing an after-school snack program in conjunction with Toni's Kitchen and Youth Services. They would also like to resume the summer lunch program along with teen volunteers.

Louise Nevin is the Friends nominee for Building and Capital committee work when they get started.

Friends of Bellevue Avenue Library, Inc.: None

Library Report:

Assistant Director Selwa Shamy reported that

Cleaning Company RFP - Nine bids were submitted, eight of which were complete.

- The lowest bidder came in at \$48,930.17 for the first year, \$51,376.54 for the second year, and \$53,945.28 for the third.
- If the resolution to hire AAA Facility Solutions LLC is passed by the Board, the contract will be for one year with the possibility of two more yearly extensions by Board resolution.

ADA Bathroom Project - The Musial Group returned a signed contract and planning for this project will begin in January.

Selwa met with Marcos Vargas, Head of Youth & Teen Services Jodi Silverman, and Head of Borrower Services Tom Hoesly about library cards for all students. This has become a priority for Superintendent Dr. Ponds.

- By mid-January, the Youth and Teen Services Dept. will create three levels of promotion outlining the benefits of a library card for elementary, middle, and high school students.
- Borrower Services will create a Google Form for those eleven years and older to apply on their own, and a fillable pdf form for parents to apply for those ten years and younger.
- The schools will distribute the information to all students and parents.

Library of Things - Branch Manager Kristen Comeaux is leading a task force to implement this new service by April or May. Some area libraries such as Glen Ridge have a collection of useful items that cardholders can borrow. Some possible items include a power washer, flatbed scanner, food scale, musical instruments, microscope, and games.

Branch Manager Kristen Comeaux created STEM kits for use in the library as well as Early Literacy Kits that can be checked out from the branch.

Library Director Janet Torsney reported

Budget:

Hearing with Acting Manager, CFO and financial consultant on 1/12

- May be additional presentation at 1/17 council meeting

Crunch time as we are between Township and Foundation disbursement

- Holding off on purchases that are not absolutely necessary
- Waiting for PERS estimate

Township Q1 disbursement (one-quarter of mandated funding: \$819,498.75) can be requested February 1

- Discretionary funding will be added when approved

Foundation funding not approved

- Hopefully will be approved at January meeting
 - Likely to be significantly less than budgeted
- Working on approach for next year that will determine MPLF disbursement before MPL budget is approved

Phase 1 of Adult Services, Adult School and Collection Development working more closely

- Programming Librarian moved to Adult Services
- Director supervising OBOM
- OBOM using Adult School registration system
- Collection Development Head helping at reference desk
 - Evaluate after six months
- Redoing job descriptions to clarify roles and align with salary levels
- Doing evaluation in January
 - Adding supervisor review

Meetings

- Met with Judy Harley about doing a pop-up curated flea market in the auditorium
 - Bring new people into the library, raise some funds

Programs

- Partnering with Montclair High and MFEE on Big Read
 - Ad hoc committee deciding on title
 - Application due 1/18-25

Old Business: None

New Business:

RESOLUTION #23-04 DESIGNATING OFFICIAL FINANCIAL DEPOSITORIES

Be It Resolved that the Board of Trustees of the Montclair Public Library designates TD Bank, NA as the official depository for its monies in accordance with the Governmental Unit Deposit Protection Act (NJSA §17:9-41 *et. seq.*) and authorizes the Library Director to establish accounts at that institution.

Theodore Graham moved to accept Resolution #23-04 Designating Official Financial Depositories and Brian Clarkson seconded. The motion was carried unanimously.

RESOLUTION #23-05 TO MAINTAIN MEMBERSHIP IN THE BERGEN COUNTY COOPERATIVE LIBRARY SYSTEM

Be It Resolved that the Board of Trustees of the Montclair Public Library agrees to participate as a member in good standing with the Bergen County Cooperative Library System (BCCLS) and abide by its policies and rules of membership.

Theodore Graham moved to accept Resolution #23-05 to maintain membership in the Bergen County Cooperative Library System and Brian Clarkson seconded. The Motion Was Carried Unanimously.

RESOLUTION #23-06 DESIGNATING OFFICIAL NEWSPAPER

Whereas, The Board of Trustees of the Montclair Public Library recognizes the need to designate an official newspaper for the publication of legal notices in accordance with NJSA §35 *et. seq.*

Therefore Be It Resolved that the Board of Trustees of the Montclair Public Library designate The Star Ledger as the official newspaper of record.

Theodore Graham moved to accept Resolution #23-06 Designating Official Newspaper and Brian Clarkson seconded. The motion was carried unanimously.

RESOLUTION #23-07 AUTHORIZING A PETTY CASH ACCOUNT

Be It Resolved that the Board of Trustees of the Montclair Public Library authorizes the Library Director to establish a petty cash fund in the amount of \$500 (Five hundred dollars) to facilitate the purchase of small items for day to day operations of the Library;

Be It Resolved that the fund will be managed in accordance with generally accepted accounting practices and safeguards to ensure its prudent use;

Be It Resolved that these funds will not be expended without prior authorization of the designated Purchasing Agent; and

Be It Further Resolved that the Board authorizes Linda Welch as the petty cash custodian.

Theodore Graham moved to accept Resolution #23-07 Authorizing A Petty Cash Account Brian Clarkson seconded. The motion was carried unanimously.

RESOLUTION #23-08 DESIGNATING THE LIBRARY PURCHASING AGENT

Be It Resolved that the Board of Trustees of the Montclair Public Library authorizes Library Director, Janet Torsney as the purchasing agent for the Library in accordance with NJSA §40A 11-9.

Be It Further Resolved by the Library Board of Trustees that the Library can benefit from the expertise and increase in bid thresholds by working with AL B. Dineris, QPA, Purchasing Agent for the Township of Montclair in accordance with NJSA §40A 11-9.

Theodore Graham moved to accept Resolution #23-08 Designating the Library Purchasing Agent Brian Clarkson seconded. The motion was carried unanimously.

RESOLUTION #23-09 FOR AUTHORIZED SIGNERS ON CHECKS

Be It Resolved that the Board of Trustees of the Montclair Public Library authorizes the following parties to sign transfers, withdrawal slips, and check in payment of goods and service:

- Library Director, Janet Torsney
- Treasurer of the Board of Trustees, Brian Clarkson
- President of the Board of Trustees, JoAnn McCullough
- Library Comptroller, Lisa Connell

Further Be It Resolved that transfers and disbursements will be signed according to the following schedule of authorization:

- Transactions up to and including \$5,000 (Five thousand dollars) require a single signatory
- Transactions exceeding \$5,000 (Five thousand dollars) require two signatories

Further Be It Resolved that the following exceptions are recognized and approved with the understanding that full documentation be presented to the Board of Trustees for review at the next scheduled meeting of the Board:

- Payments to Baker and Taylor for library materials require a single signatory
- Payments of utilities (natural gas, electricity, water, sanitation, and internet services) which are under \$12,000 (Twelve thousand dollars) which must be paid on a timely basis may be paid by the Comptroller and require a single signatory
- Payments to the New Jersey Department of the Treasury, Division of Pension and Benefits for benefits coverage (health insurance, dental insurance, pension fund payments and transfers) and payments to the New Jersey Department of Labor and Workforce Development (for unemployment insurance) may be paid by the Comptroller and/or require a single signatory
- Transfers of funds to the payroll agency for the purpose of payroll may be paid by the Comptroller and/or require a single signatory
- Quarterly payments made to BCCLs for membership, services, and fees will require only one signatory.

JoAnn McCullough moved to accept Resolution #23-09 for Authorized Signers on Checks and Brian Clarkson seconded. The motion was carried unanimously.

RESOLUTION #23-10 APPOINTING THE FIRM OF THE WEINER LAW GROUP LLP AS THE LIBRARY ATTORNEY

Whereas, the Board of Trustees of the Free Public Library of the Township of Montclair desires to appoint the legal firm of the Weiner Law Group LLP as the library attorney, and Whereas, the services performed by said attorneys are professional in nature, and Now Therefore Be It Resolved by the Board of Trustees of the Free Public Library of the Township of Montclair, in the County of Essex, that the appointment of the Weiner Law Group LLP as the library attorney hereby becomes effective in 2023 without the necessity of competitive bidding.

Theodore Graham moved to accept Resolution #23-10 Appointing the Firm of the Weiner Law Group LLP as the Library Attorney and Marcos Vargas seconded. The motion was carried unanimously.

RESOLUTION #23-11 APPOINTING LERCH, VINCI & HIGGINS, LLP AS LIBRARY AUDITOR TO PERFORM THE FY22 AUDIT

Whereas, NJSA Title 45 § 2B-70 requires an audit to be performed annually in accordance with New Jersey Administrative Code Title 5 §31-7.6 A, and

Whereas, the FY21 audit of the Library finances performed by Lerch, Vinci, and Higgins, LLP was very satisfactory, and

Whereas, the Board of Trustees of the Montclair Public Library is authorized to award professional services without bidding in accordance with New Jersey Revised Statute Title 40A §11-3, and

Therefore Be It Resolved that the services of Lerch, Vinci, and Higgins, LLP be engaged to audit the finances of the Library for the Fiscal year 2022.

Theodore Graham moved to accept Resolution #23-11 Appointing Lerch, Vinci & Higgins, LLP as Library Auditor to Perform the FY22 Audit and Marcos Vargas seconded. The motion was carried unanimously.

RESOLUTION #23-12 RESOLUTION AWARDDING A FAIR AND OPEN CONTRACT TO AAA FACILITY SOLUTIONS, INC. FOR MONTCLAIR PUBLIC LIBRARY JANITORIAL SERVICES (BID 22 – 23)

Whereas, the Library has a need to retain a qualified and experienced vendor to provide janitorial services at the Bellevue Ave. Branch and the Main Library; and

Whereas, on December 5, 2022 the Township of Montclair developed and published specifications for Janitorial Services Provider for Public Library (Bid 22-23), and

Whereas, on December 21, 2022, the following nine (9) vendors submitted bid proposals:

1. JAN – PRO, Fairfield, NJ 07004
2. AAA Facility Solutions, LLC, Randolph, NJ 07869
3. Cleaning Services of Hudson Valley, Inc., Garnerville, NY 10923
4. Maintenance Mart, Inc., Morganville, NJ 07751
5. Amigos Cleaning Services, LLC, West Oranges, NJ 07052
6. ACB Services, Inc., Cream Ridge, NJ 08514
7. Best Cleaning Building Services, Ridgefield, NJ 07657
8. Good Heart Cleaning Company, Perth Amboy, NJ 08861
9. Victory Facility Services, Bloomfield, NJ 07003

Whereas, upon completion of the review process, AAA Facility Solutions, LLC. Located at 11 Middlebury Boulevard, Suite1, Randolph, NJ 07869 was determined to have submitted the lowest and responsive bid and is acceptable and has proposed reasonable pricing; and

Whereas, this will be an open-ended contract, and the following unit prices are to remain firm for the duration of the contract commencing from the date of award of contract:

Year 1	Monthly Cost
Main Library	\$ 3,422.73
Bellevue Avenue Branch	\$ 654.78
Year 2	
Main Library	\$ 3,593.86
Bellevue Avenue Branch	\$ 687.52
Year 3	
Main Library	\$ 3,773.55
Bellevue Avenue Branch	\$ 721.89

Whereas, the initial term of this contract shall be for one (1) year from the date of the award, with two separate one (1) year options to extend the contract at the sole discretion of the Montclair Public Library; and

Whereas, pursuant to N.J.S.A 19:44A – 20.4 et seq. this contract is being awarded under the Fair and Open Process; and

Therefore Be It Resolved, by the Board of Trustees of the Free Public Library of Montclair that the contract for janitorial services is hereby awarded to AAA Facility Solutions, LLC in the amount not to exceed the monthly rate of \$4077.51 and a total yearly rate of \$48,930.17 for one year; and

Be It Further Resolved, that pursuant to the bid specifications a six-month probationary period will be placed upon commencement of the contract, Montclair Public Library will monitor and evaluate the performance of the vendor on a monthly basis and reserve the right to terminate the contract at the end of the probationary period due to documented negative performance reports.

Brian Clarkson moved to accept Resolution #23-12 Resolution Awarding a Fair and Open Contract to AAA Facility Solutions, Inc. for Montclair Public Library Janitorial Services (Bid 22 – 23) and Theodore Graham seconded. The motion was carried unanimously.

Public Comment: None

Adjournment:

At 8:20 p.m. Theodore Graham moved to adjourn the Board of Trustees meeting and JoAnn McCullough seconded. The motion was carried unanimously and the meeting was adjourned.