FREE PUBLIC LIBRARY OF WOODBRIDGE

AGENDA
Trustees Meeting, Thursday January 15, 2015
Main Library, Book Examination Room, Upper Level, 6:30 p.m.

1. Call to Order

2. Pledge of Allegiance
   Swearing in of Trustees
   Swearing In Of Officers

3. Approval of Minutes of Meeting of 11/20/2014
   Approval of Closed Session Minutes of 11/20/2014
   Approval of Minutes of Meeting of 12/18/2014
   Approval of Closed Session Minutes of 12/18/2014

4. Correspondence

5. Report of Library Director


7. Report of Board of Trustees President

8. Report of Board Members

9. Unfinished Business

CLOSED SESSION

10. New Business
    a. Personnel
    b. Approval of Bills
    c. Such Other Matters as May Come Before the Board

12. Good & Welfare

13. Public Comments

14. Adjournment
Meeting and attendance: The regular meeting of the Board of Trustees of the Free Public Library of Woodbridge was held in the Book Examination Center of the Main Library on November 20, 2014. Board members present were: Barbara Ciocci, Ed Mullen, Peg Mayerowitz, Anthony Terebetsky, and Rick Silbon. Also present were Christine Murchio, library director, and Patty Anderson, assistant library director.

Call to order: Peg Mayerowitz called the meeting to order at 6:30 p.m. and read the “Adequate Notice of Meeting” statement.

Pledge of Allegiance: Anthony Terebetsky led the Pledge of Allegiance.

Reading of Minutes: The open minutes of 10/16/2014 were moved for approval by Rick Silbon, seconded by Barbara Ciocci and carried.

The closed session minutes of 10/16/2014 were moved for approval by Ed Mullen, seconded by Anthony Terebetsky and carried.

Correspondence: The director read a note from Board member Carol Eberhardt expressing her congratulations and appreciation to Patty Anderson and the library 50th Anniversary committees for the wonderful celebration they organized.

Director’s Report: Director Christine Murchio read the director’s report.

Finance - Nothing new to report.

The 50th anniversary celebration was held at Main on Sunday, October 19th.

On October 16th, the Woodbridge Sentinel published an article, “Library Celebrates Half-Century of Service,” by Rebecca Cheng that highlighted this library milestone.

Program presenters and guests at the celebration included:

- Library Board president Peg Mayerowitz, who welcomed celebration guests and acted as mistress of ceremonies
- The Honorable Craig Coughlin, New Jersey General Assembly, who led the Pledge of Allegiance
- Event presenters -- The Honorable John E. McCormac, Mayor; Craig J. Coughlin; Brenda Velasco, Councilwoman; Kathleen Peiffer, Deputy New Jersey State Librarian; Diane Babuin, Friends of the Libraries of Woodbridge Township; and Christine Murchio, Library Director
- Library Board members Barbara Ciocci, Carole Eberhardt, Ed Mullen, Isha Vyas, and Ray Zirpolo who attended the festivities, as did Councilwoman Nancy Drumm
Officials made several presentations to the library:

- A joint legislative resolution of the New Jersey Senate and General Assembly, sponsored by New Jersey State Senator Joseph F. Vitale and New Jersey Assemblymen Craig J. Coughlin and John S. Wisniewski, was presented to the library, commending its service to the community, paying tribute to its staff and supporters, and extending its sincere best wishes for continued success.

- Mayor McCormac presented a proclamation from his office and the Woodbridge Township Municipal Council congratulating and honoring the library for 50 years of service to its community.

- Mayor McCormac read a letter from Governor Chris Christie congratulating the library on reaching its 50th anniversary and stating that, “The library’s efforts have made a difference in the lives of many.”

- Kathleen Peiffer presented the library with an engraved vase from the New Jersey State Library.

Woodbridge school children also made a presentation to the library. June Puskuldjian, Woodbridge Township Schools Supervisor of Reading, Writing K-5, saw that second graders from all 16 of the Township elementary schools made cards wishing the library a happy 50th birthday. The library received hundreds of enchanting greetings from the children. They are on display in hallways and meeting room outside of the Main Library children’s room.

There was Entertainment for children of all ages (including adults).

- Three guitar-accompanied song-and-stories performances by Ms. Mitzi Lasky
- Balloon art, face painting, and games
- A concert by the Woodbridge Community Chorus, performing choral renditions of popular American music, directed by Dr. Thomas Juneau and accompanied James Lubrano

Community organizations and businesses supported the anniversary celebration:

- The Friends sponsored Ms. Lasky’s performances and the digital frames displayed at the Main Library reference desk and children’s room.

- Party food was sponsored by Wawa, the Columbia Bank, Wegmans, and Costco, and enabled the library to offer refreshments such as vegetable and cheese platters, cakes, fruit punch, cider, and water.

- Donated pumpkins and flowers used to decorate the Main Library during the celebration were donated to St. Joseph’s Senior Home.

Assistant director Patty Anderson gave certificates of appreciation to the employees who served on the 50th anniversary planning committees.
The Fords branch was a polling location for the November 4th general election.

The Next Chapter Book Club participants’ enthusiasm for reading and their reading ability continue to grow. Club members are reading a book chapter every two weeks and each member has the opportunity to read approximately three times during a session. Members read from one paragraph to one page aloud. The Institute for Disabilities is very pleased with the program. As club members near the end of the current book being read, they are becoming more eager to select the next book for discussion. In addition to library volunteers Jean Retkwa, Anne Taylor, and Patty Anderson, four community volunteers -- Bob, Theresa, Christine, and Michelle -- are also acting as reading facilitators to assist participants in reading.

Staff feedback on the Libraries and Autism: We’re Connected training was very positive. Attendees felt it improved their ability to communicate with someone along the autism spectrum disorder. Approximately 1 in 45 people are diagnosed along this spectrum in NJ.

Patty Anderson, Andrew Bernath (Comptroller’s Office), and Carol Huber previewed the ADP equivalent of the current Time and Labor system used by the library. Staff training on the new system is being scheduled.

The new reservation system for the public access computers is scheduled to go live on November 18th. An announcement of the new service will be posted on the library website, twitter, and Facebook.

Patty Anderson is working as a member of the NJLA Administration and Management section team to develop several programs for the association’s 2015 spring conference. Four programs and a preconference are under development: Performance Improvement Plans (program), a Directors’ Round Table (informal discussion), Disaster Recovery Toolkit (program), New Technologies (program co-sponsored with the NJLA Emerging Technology section, and Keys to Successful Grant Writing (preconference).

Physical Plant

No news to report.

Staff

The library thanks the employees who worked to make the 50th anniversary celebration a success:

<table>
<thead>
<tr>
<th>50th Anniversary Committee</th>
<th>Program &amp; Hospitality Subcommittees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patty Anderson, Chair</td>
<td>Patty Anderson, Chair</td>
</tr>
<tr>
<td>Christine Murchio, Director</td>
<td>Carol Huber, Hospitality Chair</td>
</tr>
<tr>
<td>Nancy O’Grady, Children’s Services &amp; Community Service</td>
<td>Christine Murchio</td>
</tr>
<tr>
<td>Wendi Rottweiler, Local History</td>
<td>Nancy O’Grady</td>
</tr>
<tr>
<td>April Kane, Local History</td>
<td>Marsha Quackenbush</td>
</tr>
<tr>
<td>Angelo Rousos, Digital Coordinator</td>
<td>Wendi Rottweiler</td>
</tr>
<tr>
<td></td>
<td>Angelo Rousos</td>
</tr>
</tbody>
</table>
Marsha Quackenbush, Branch Liaison
Carol Huber, Purchasing
Linda Cooper, Supervising Librarian
Lynne Merz, Supervising Librarian
Jean Retkwa, Adult Programming
Natalie McGrath, Teen Services
Leslie Keiser
Maria Baker
Jean Cifelli
Lauren Clemens
Jeffrey Davis
Anna Genovese
Lisa Matthijs
Nancy McCann
Judy Potyrala

About two dozen librarians and clerical staff from Main and the branches attended the “Libraries and Autism: We’re Connected Workshop” on October 28th (see above).

Jerry Holtz, IT Supervisor, is a member of the MentorNJ: A Service to Link Librarians project team sponsored by the NJ State Library, LibraryLinkNJ, and NJ Library Association. The purpose of MentorNJ is to, “...develop mentor network services and programs and a new guide to New Jersey libraries.” It will support and promote effective resource sharing and successful collaborations in the NJ library community.

Patty Anderson took a webinar on how to ensure patrons’ electronic privacy when they are engaging in such online activities as visiting websites, researching and downloading content, chatting and using email, and checking out ebooks.

Wendi Rottweiler completed a course on managing oversized materials.

**Report of Friends of the Libraries:** None

**Report of Board of Trustees President:** None

**Report of Board Members:** Anthony Terebetsky apologized for not attending the 50th anniversary celebration, he had to work that day.

**Unfinished Business:** None

**CLOSED SESSION:** Rick Silbon read the Resolution for closed session, the motion to go into closed session was moved by Rick Silbon, and seconded by Ed Mullen at 6:40 pm.

The motion to end closed session was moved by Rick Silbon, and seconded by Anthony Terebetsky at 7:12 p.m.

The motion to reconvene the open portion of the meeting was moved by Ed Mullen, and seconded by Anthony Terebetsky at 7:13 p.m.

**New Business**
The following resolution was read by Rick Silbon, moved for approval by Ed Mullen, seconded by Barbara Ciocci, and carried.

20-November-2014

RESOLUTION 11 - 2014.14

RESOLUTION APPROVING WOODBRIDGE PUBLIC LIBRARY ELEVATOR MAINTENANCE CONTRACT

WHEREAS, quotations were solicited for Burlington Oildraulic Passenger Elevator maintenance service for the Woodbridge Main Library for the year 2015 from the following:

Sharp Elevator Company, Inc. $1,464
1545 Route 37 West, Suite 4
P.O. Box 443
Toms River, NJ 08754

R.M.R. Elevator Co., Inc. No response
1401 Roselle Street
Linden, NJ 07036

Clifton Elevator Service Co., Inc. No response
4401 South Clinton Avenue
South Plainfield, NJ 07080

Jersey Elevator Company No response
657 Line Road
Aberdeen, NJ 07747

NOW, THEREFORE, BE IT RESOLVED that the quotation of Sharp Elevator Company, Inc., in the amount of $1,464 be accepted. To be paid from account #530.

ADOPTED:

I hereby certify that the above is a true and exact copy of the Resolution adopted by the Board of Trustees of the Free Public Library of Woodbridge at their Meeting held on 20-Nov-14.

From: Administration

Approved at the meeting of 20-Nov-14

______________________________
Frederick W. Silbon, Jr., Secretary
The following resolution was read by Rick Silbon, moved for approval by Ed Mullen, seconded by Anthony Terebetsky, and carried.
RESOLUTION 11 - 2014.15

RESOLUTION APPROVING WOODBRIDGE PUBLIC LIBRARY
PEST CONTROL CONTRACT

WHEREAS, quotations were solicited for pest control services at Main and the Fords, Henry Inman, and Iselin branches for the year 2015 from the following:

A-Academy Termite and Pest Control
2760 Route 9 South
Howell, NJ 07731

$1,140

Bowco Labs.
75 Freeman Street
Woodbridge, NJ 07095

$1,740

East Coast Pest Control
64 Woodbridge Avenue
Sewaren, NJ 07077

No response

J.C. Ehrlich Co., Inc.
1282 St. Georges Avenue
Avenel, NJ 07001

No Response

NOW, THEREFORE, BE IT RESOLVED that the quotation of A-Academy Termite and Pest Control, in the amount of $1,140 be accepted. To be paid from account #530.

ADOPTED:

I hereby certify that the above is a true and exact copy of the Resolution adopted by the Board of Trustees of the Free Public Library of Woodbridge at their Meeting held on 20-Nov-14.

From: Administration

Approved at the meeting of 20-Nov-14

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Frederick W. Silbon, Jr., Secretary

The following resolution was read by Rick Silbon, moved for approval by Ed Mullen, seconded by Barbara Ciocci, and carried.
RESOLUTION 11 - 2014.16

RESOLUTION APPROVING WOODBRIDGE PUBLIC LIBRARY TEMPERATURE CONTROL MAINTENANCE CONTRACT

WHEREAS, quotations were solicited for maintenance of temperature control equipment for the Woodbridge Main Library for the year 2015 from the following:

Honeywell, Inc.  
101 Columbia Road  
Morristown, NJ 07080  
$10,184

Howman Controls  
12 Garden Street  
Edison, NJ 08818  
No response

PKM Panel Systems Corp.  
43 Ferris Street  
South River, NJ 08882  
No response

NOW, THEREFORE, BE IT RESOLVED that the quotation of Honeywell, Inc., in the amount of $10,184 be accepted. To be paid from account #510.

ADOPTED:

I hereby certify that the above is a true and exact copy of the Resolution adopted by the Board of Trustees of the Free Public Library of Woodbridge at their Meeting held on 20-Nov-14.

From: Administration

Approved at the meeting of 20-Nov-14

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Frederick W. Silbon, Jr., Secretary

The following resolution was read by Rick Silbon, moved for approval by Ed Mullen, seconded by Barbara Ciocci, and carried.
RESOLUTION 11 - 2014.17

RESOLUTION APPROVING WOODBRIDGE PUBLIC LIBRARY
MAIN LIBRARY BOILER WATER TREATMENT

WHEREAS, quotations were solicited for boiler water treatment service for the Woodbridge Main Library for the year 2015 from the following:

Cascade Water Services, Inc.
114 West Harvey Street
Philadelphia, PA 19144

No response

Chem-Aqua
34 Stoots Lane
Monmouth Junction, NJ 08852

No response

Garratt-Callahan, Inc.
306 Talmadge Road
Edison, NJ 08818

No response

Scientific Water Conditioning
Attn: Clement Manyeka
515 Pennsylvania Avenue
Linden, NJ 07036

$2,450

NOW, THEREFORE, BE IT RESOLVED that the quotation of Scientific Water Conditioning, in the amount of $2,450 be accepted. To be paid from account #318.

ADOPTED:

I hereby certify that the above is a true and exact copy of the Resolution adopted by the Board of Trustees of the Free Public Library of Woodbridge at their Meeting held on 20-Nov-14.

From: Administration

Approved at the meeting of 20-Nov-14

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Frederick W. Silbon, Jr., Secretary
The following resolution was read by Rick Silbon, moved for approval by Ed Mullen, seconded by Barbara Ciocci, and carried.
RESOLUTION 11 - 2014.18

RESOLUTION APPROVING WOODBRIDGE PUBLIC LIBRARY
BRANCH HVAC MAINTENANCE CONTRACT

WHEREAS, quotations were solicited for preventative maintenance service for heating and air conditioning at the Fords, Henry Inman, and Iselin branches for the year 2015 from the following:

Air-Tec Service, Inc. $2,535
685 St. George Avenue
Woodbridge, NJ 07095

C-K Air Conditioning, Inc. No Response
P.O. box 2817
Clifton, NJ 07015-2817

York International No Response
264 Fernwood Avenue
Edison, NJ 08837

NOW, THEREFORE, BE IT RESOLVED that the quotation of Air-Tec Service, Inc., in the amount of $2,535 be accepted. To be paid from account #530.

ADOPTED:

I hereby certify that the above is a true and exact copy of the Resolution adopted by the Board of Trustees of the Free Public Library of Woodbridge at their Meeting held on 20-Nov-14.

From: Administration

Approved at the meeting of 20-Nov-14

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Frederick W. Silbon, Jr., Secretary

The following resolution was read by Rick Silbon, moved for approval by Ed Mullen, seconded by Anthony Terebetsky, and carried.
RESOLUTION 11 - 2014.19

RESOLUTION APPROVING WOODBRIDGE PUBLIC LIBRARY
MAIN LIBRARY CHILLER MAINTENANCE CONTRACT

WHEREAS, quotations were solicited for maintenance service for the York chiller at the Main Library for the year 2015 from the following:

Air Tec Service, Inc.  No Response
369 Bamford Avenue
Woodbridge, NJ 07095

C-K Air Conditioning, Inc.  $4,440
P.O. Box 2817
Clifton, NJ 07015-2817

York International  No Response
264 Fernwood Avenue
Edison, NJ 08837

NOW, THEREFORE, BE IT RESOLVED that the quotation of C-K Air Conditioning, Inc., in the amount of $4,440 be accepted. To be paid from account #530.

ADOPTED:

I hereby certify that the above is a true and exact copy of the Resolution adopted by the Board of Trustees of the Free Public Library of Woodbridge at their Meeting held on 20-Nov-14

From: Administration

Approved at the meeting of 20-Nov-14

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Frederick W. Silbon, Jr., Secretary

The following resolution was read by Peg Mayerowitz, moved for approval by Rick Silbon, seconded by Anthony Terebetsky, and carried.
RESOLUTION

Whereas, Leslie Keiser is retiring from active service as a Woodbridge Public Library PRINCIPAL LIBRARIAN, MAIN LIBRARY, on January 1, 2015, after 38 years and 4 months of service,

Whereas, it is the desire of the members of the Board of Trustees of the Woodbridge Public Library to express its appreciation for her loyal service during these years,

Therefore be it resolved, that the gratitude and best wishes of the Board of Trustees of the Woodbridge Public Library and the residents of Woodbridge are hereby tendered to this employee in acknowledgment of the service she has so faithfully and conscientiously rendered, and

Be it further resolved, that a copy of this Resolution be spread on the minutes of the Board of Trustees of the Woodbridge Public Library and a copy presented to Leslie Keiser.

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President, Board of Trustees

November 20, 2014

The following resolution was read by Peg Mayerowitz, moved for approval by Rick Silbon, seconded by Barbara Ciocci, and carried.
RESOLUTION

Whereas, GLORIA ROWIN is retiring from active service as a Woodbridge Public Library SENIOR LIBRARY ASSISTANT, MAIN LIBRARY, on January 1, 2015, after 10 years and 11 months of service,

Whereas, it is the desire of the members of the Board of Trustees of the Woodbridge Public Library to express its appreciation for her loyal service during these years,

Therefore be it resolved, that the gratitude and best wishes of the Board of Trustees of the Woodbridge Public Library and the residents of Woodbridge are hereby tendered to this employee in acknowledgment of the service she has so faithfully and conscientiously rendered, and

Be it further resolved, that a copy of this Resolution be spread on the minutes of the Board of Trustees of the Woodbridge Public Library and a copy presented to Gloria Rowin.

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President, Board of Trustees

November 20, 2014
The following resolution was read by Rick Silbon, moved for approval by Ed Mullen, seconded by Anthony Terebetsky, and carried.

20-November-2014
WHEREAS the Board of Trustees of the Woodbridge Public Library has received a signed Memorandum of Agreement from the Library Director and Teamsters Local 469 that meets the objectives set out by the Board.

BE IT THEREFORE RESOLVED by the Board of Trustees that the Memorandum of Agreement is approved and

BE IT FURTHER RESOLVED that the President of the Board of Trustees and the Library Director are authorized to sign a labor contract with Teamsters Local 469 to enact said Memorandum of Agreement.

From: Administration

Approved at the meeting of 20-Nov-14

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Frederick W. Silbon, Jr., Secretary
The following resolution was read by Rick Silbon, moved for approval by Ed Mullen, seconded by Anthony Terebetsky, and carried.

20-Nov-14

RESOLUTION 11-2014.23

AUTHORIZING AN AGREEMENT WITH ADP, L.L.C. FOR PAYROLL AND TAX PROCESSING SERVICES

WHEREAS, The Free Public Library of Woodbridge (the “Library”) is in need of certain payroll and tax payment services (“Payroll Services”); and

WHEREAS, ADP, L.L.C. (“ADP”) provides payroll services and is desirous of providing said services to the Library,

NOW, THEREFORE, BE IT RESOLVED BY THE TRUSTEES OF THE FREE PUBLIC LIBRARY OF WOODBRIDGE that ADP is awarded a contract to provide Payroll Services, in accordance with the proposal attached to this resolution as Schedule 1, in an amount not to exceed $9,172.75.

BE IT FURTHER RESOLVED, that the Library Director is hereby authorized and directed to execute such agreements, and other related and required documents as are necessary to carry out the intention of the contract award.

BE IT FURTHER RESOLVED, that the prior execution of required documents in connection with the contract award herein is hereby ratified; and

BE IT FURTHER RESOLVED, that this award is subject to the certification of funds by the Library’s certifying authority; and

BE IT FURTHER RESOLVED, that this Resolution shall be advertised as may be required by law.

ADOPTED:

I hereby certify that the above is a true and exact copy of the Resolution adopted by the Trustees of the Free Public Library of Woodbridge at their Regular Meeting held on November 20, 2014.

From: Administration

Approved at the meeting of November 20, 2014

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Frederick W. Silbon, Jr., Secretary
Personnel: The following Personnel items were read by director Christine Murchio; motion to accept was made by Rick Silbon, seconded by Barbara Ciocci, and carried.

APPOINTMENTS
Appoint Neeta Pereira, Senior Library Assistant, Main, to Clerk 1A, Administration, Full time, 35 hours per week, salary $40,000, replacing Lisa O’Hara, effective 12/08/2014.

RETIREMENT
Leslie Keiser, Principal Librarian, Main Library, effective 01/01/2015.
Gloria Rowin, Senior Library Assistant, Main Library, effective 01/01/2015.

END OF TEMPORARY EMPLOYMENT
Brandon Zamora, Monitor, Main Library, effective 10/22/2014.

Bill List: The following Bill List were read and moved for approval by Ed Mullen, seconded by Anthony Terebetsky and carried: Barbara Ciocci abstained on the item regarding Craig Coughlin.

Bill List - 11/20/2014

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bill List – 01</td>
<td>$9,540.62</td>
</tr>
<tr>
<td>Bill List – 02</td>
<td>$61,309.08</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$70,849.70</td>
</tr>
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</table>

Such other matters as may come before the board: None

Good & welfare: None

Public comments:

Anne Taylor asked about the bill list being posted on the Library’s web site. The bill list is available in the Administration Office.

Karen Haase-Gray asked about no mention in the director’s report about the Ed Beckerman dinner and snapshot day. The director’s report was completed prior to the event.

Karen Haase-Gray asked when the circulation totals for nonprint materials in the statistical report are going to be corrected. The library system programming issues causing the errors have been addressed; corrected reports will be distributed after library department supervisors confirm all relevant materials covered by the report are incorporated into the totals.

Karen Haase-Gray questioned the double run of checks (due to a missing routing number), and the cost to rerun the corrected checks. The cost was negligible (sheets of paper to reprint the checks).
Karen Haase-Gray also questioned the Verizon bills for the branch not being paid. All of the library’s Verizon bills are paid on a regular basis.

**Adjournment:** There being no further business, Ed Mullen moved to adjourn the meeting, Anthony Terebetsky seconded the motion, it carried, and the meeting was adjourned at 7:31 p.m.
Meeting and attendance: The special meeting of the Board of Trustees of the Free Public Library of Woodbridge was held in the Book Examination Center of the Main Library on December 18, 2014. Board members present were: Barbara Ciocci, Ed Mullen, Peg Mayerowitz, Anthony Terebetsky, Carol Eberhardt, Rick Silbon, Isha Vyas, and Ray Zirpolo. Also present were Christine Murchio, library director, and Patty Anderson, assistant library director.

Call to order: Peg Mayerowitz called the meeting to order at 6:28 p.m. and read the “Adequate Notice of Meeting” statement.

Pledge of Allegiance: Ray Zirpolo led the Pledge of Allegiance.

CLOSED SESSION: Rick Silbon read the Resolution for closed session, the motion to go into closed session was moved by Carol Eberhardt, and seconded by Ray Zirpolo at 6:29 pm.

The motion to end closed session was moved by Ed Mullen, and seconded by Carol Eberhardt at 6:45 p.m.

The motion to reconvene the open portion of the meeting was moved by Ed Mullen, and seconded by Anthony Terebetsky at 6:46 p.m.

New Business

The following Resolution was read by Rick Silbon, moved for approval by Carol Eberhardt, seconded by Barbara Ciocci and carried:

18-December-2014

RESOLUTION 12 - 2014.24

UNION NEGOTIATIONS – AFSCME LOCAL NO. 2923

WHEREAS the Board of Trustees of the Woodbridge Public Library has received a signed Memorandum of Agreement from the Library Director and American Federation of State, County and Municipal Employees (AFSCME) Local No. 2923 that meets the objectives set out by the Board.

BE IT THEREFORE RESOLVED by the Board of Trustees that the Memorandum of Agreement is approved and
BE IT FURTHER RESOLVED that the President of the Board of Trustees and the Library Director are authorized to sign a labor contract with AFSCME Local No. 2923 to enact said Memorandum of Agreement.

From: Administration

Approved at the meeting of 18-Dec-14

Frederick W. Silbon, Jr., Secretary

Adjournment: There being no further business, Isha Vyas moved to adjourn the meeting, Anthony Terebetsky, seconded the motion, it carried, and the meeting was adjourned at 6:48 p.m.