

**Approved Minutes
January 18, 2018**

Meeting and Attendance: A special meeting of the Board of Trustees of the Free Public Library of Woodbridge was held in the Iselin Branch Library on Tuesday, December 19, 2017. Board members present were: Isha Vyas (Vice-President), Carol Eberhardt, Rick Silbon (Secretary), Ed Mullen (Treasurer), Sabriena Tarboush, Anthony Terebetsky, Ray Zirpolo and attorney Carol Berlen. Also in attendance were Library Director Monica Eppinger and Assistant Director Patty Anderson.

Call to Order: Board Vice President Isha Vyas called the meeting to order at 6:30 pm and read the "Adequate Notice of Meeting" statement.

Pledge of Allegiance: Ray Zirpolo led the Pledge of Allegiance

Closed Session:

Carol Eberhardt made the motion to go into closed session (6:32 pm); Ray Zirpolo seconded the motion.

Rich Silbon made the motion to end the closed session (6:52 pm); Ed Mullen seconded the motion.

Rick Silbon made the motion to reconvene the Board meeting (6:52 pm); Anthony Terebetsky seconded the motion.

Meeting Business: Wendi Rottweiler conducted a tour for the Library Board of Trustees and members of the public of the Iselin Branch Library to prepare them to hear the list of furniture, desks and planned improvements. During the tour, Wendi pointed out that areas not included in the renovation project are kitchenettes and bathrooms.

The following Resolution was read by Ed Mullen, moved for approval by Ray Zirpolo, seconded by Anthony Terebetsky. The motion carried.

19-December-2017

RESOLUTION 12 – 2017.38

**RESOLUTION APPROVING
COMPUTER STATIONS, SERVICE POINT DESKS, AND FURNITURE FROM NICKERSON CORP., UNION
BEACH, NJ, NJ STATE CONTRACT #ESCNJ 17/18-16**

Whereas, the Woodbridge Public Library, pursuant to N.J.S.A. 40A:11-12a and N.J.A.C. 5:34-7.29(c), may by resolution and without advertising for bids, purchase any goods or services under the Educational Services Commission of New Jersey Cooperative Pricing System, hereafter ESCNJ, for any contracts entered into on behalf of the Members of the ESCNJ; and

Whereas, the Woodbridge Public Library has the need on a timely basis to purchase goods or services utilizing cooperative contracts; and

Whereas, the Woodbridge Public Library has approved a plan for the renovation of the Iselin Branch Library that includes a list of furniture that may be procured from the attached Referenced ESCNJ Contract Vendor through this resolution as a properly executed contract and which shall be subject to all the conditions applicable to the current cooperative contracts;

Now, Therefore, Be It Resolved, that the Woodbridge Public Library authorizes the purchase of the attached list of furnishings for the Iselin Branch Library from Nickerson Corp, 515 Union Avenue, Union Beach, NJ, 07735, an approved ESCNJ vendor on the attached list, pursuant to all conditions of the individual cooperative contracts in the amount of \$112,874.50; and

Be It Further Resolved, that the governing body of the Woodbridge Public Library, pursuant to N.J.A.C. 5:30-5.5(b), the certification of available funds, shall either certify the full maximum amount against the budget at the time the contract is awarded, or no contract amount shall be chargeable or certified until such time as the goods or services are ordered or otherwise called for prior to placing the order, and a certification of availability of funds is made by the Chief Finance Officer;

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 16-Nov-17.

From: Administration

Approved at the meeting of 19-Dec-17

Frederick W. Silbon, Jr., Secretary

The following resolution was read by Rick Silbon, moved for approval by Carol Eberhardt and seconded by Sabriena Tarboush. The motion carried.

19-December-2017

RESOLUTION 12 – 2017.39

**RESOLUTION AUTHORIZING THE PURCHASE OF
PUBLIC SEATING AND FURNITURE FOR THE ISELIN BRANCH LIBRARY FROM JASPER SEATING CO., NEW
JERSEY STATE CONTRACT NO. 81718**

Whereas, the Woodbridge Public Library, pursuant to N.J.S.A. 40A:11-12a and N.J.A.C. 5:34-7.29(c), may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Pricing System for any contracts entered into for the purchase of public property; and

Whereas, the Woodbridge Public Library has the need on a timely basis to purchase goods or services utilizing State contracts; and

Whereas, the Woodbridge Public Library has approved a plan for the renovation of the Iselin Branch Library that includes a list of furniture that may be procured from the attached Referenced New Jersey State Contract Vendor through this resolution as a properly executed contract and which shall be subject to all the conditions applicable to the current New Jersey State Contracts;

Now, Therefore, Be It Resolved, that the Woodbridge Public Library authorizes the purchase of the attached list of furnishings for the Iselin Branch Library from Jasper Seating Co., DBA JSI, 225 Clay Street, Jasper, IN, 47547, an approved New Jersey State Contract vendor on the attached list, pursuant to all conditions of the individual State contracts in the amount of \$19,891.68; and

Be It Further Resolved, that the governing body of the Woodbridge Public Library, pursuant to N.J.A.C. 5:30-5.5(b), the certification of available funds, shall either certify the full maximum amount against the budget at the time the contract is awarded, or no contract amount shall be chargeable or certified until such time as the goods or services are ordered or otherwise called for prior to placing the order, and a certification of availability of funds is made by the Chief Finance Officer;

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 19-Dec-17.

From: Administration

Approved at the meeting of 19-Dec-17

Frederick W. Silbon, Jr., Secretary

The following Resolution was read by Rick Silbon, moved for approval by Ed Mullen, seconded by Carol Eberhardt. The motion carried.

19-December-2017

RESOLUTION 12 – 2017.40

**RESOLUTION AUTHORIZING THE PURCHASE OF
PUBLIC SEATING AND COMMUNITY ROOM FURNITURE FOR THE ISELIN BRANCH LIBRARY FROM
JSF FURNITURE CORPORATION DBA IZZY+, 17237 VAN WAGONER ROAD,
SPRING LAKE, MICHIGAN, 49456, ON NEW JERSEY STATE CONTRACT #8162**

Whereas, the Woodbridge Public Library, pursuant to N.J.S.A. 40A:11-12a and N.J.A.C. 5:34-7.29(c), may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Pricing System for any contracts entered into for the purchase of public property; and

Whereas, the Woodbridge Public Library has the need on a timely basis to purchase goods or services utilizing State contracts; and

Whereas, the Woodbridge Public Library has approved a plan for the renovation of the Iselin Branch Library that includes a list of furniture that may be procured from the attached Referenced New Jersey State Contract Vendor through this resolution as a properly executed contract and which shall be subject to all the conditions applicable to the current cooperative contracts;

Now, Therefore, Be It Resolved, that the Woodbridge Public Library authorizes the purchase of the attached list of furnishings for the Iselin Branch Library from JSF Furniture Corporation DBA Izzy+, 17237 Van Wagoner Road, Spring Lake, MI, 49456, an approved New Jersey State Contract vendor on the attached list, pursuant to all conditions of the individual State contracts for the amount of \$30,189.50; and

Be It Further Resolved, that the governing body of the Woodbridge Public Library, pursuant to N.J.A.C. 5:30-5.5(b), the certification of available funds, shall either certify the full maximum amount against the budget at the time the contract is awarded, or no contract amount shall be chargeable or certified until such time as the goods or services are ordered or otherwise called for prior to placing the order, and a certification of availability of funds is made by the Chief Finance Officer;

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 19-Dec-17.

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Frederick W. Silbon, Jr., Secretary

The Resolution 12-2017.41 to approve the purchase of shelving units for the Iselin Branch Library from Moduform was read by Rick Silbon, a motion was made to table the Resolution by Anthony Terebetsky, seconded by Ed Mullen.

Board Member Anthony Terebetsky called attention to a discrepancy in the number of units in the quote that did not match with totals.

The following Resolution, 12-2017.42 was read by Rick Silbon, moved for approval by Ed Mullen, seconded by Anthony Terebetsky. The motion carried.

19-December-2017

RESOLUTION 12 – 2017.42

RESOLUTION AUTHORIZING THE PURCHASE OF COMMUNITY ROOM FLOORING AND INSTALLATION FOR THE ISELIN BRANCH LIBRARY FROM DIRECT FLOORING, 12 MINNEAKONING ROAD, BUILDING A, UNIT 103, FLEMINGTON, NEW JERSEY ON NEW JERSEY STATE APPROVED CONTRACT CO-OP #65MCECCPS

Whereas, the Woodbridge Public Library, pursuant to N.J.S.A. 40A:11-12a and N.J.A.C. 5:34-7.29(c), may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Pricing System for any contracts entered into for the purchase of public property; and

Whereas, the Woodbridge Public Library has the need on a timely basis to purchase goods or services utilizing State contracts; and

Whereas, the Woodbridge Public Library Board of Trustees has approved a plan for the renovation of the Iselin Branch Library that includes a list of furniture that may be procured from the attached Referenced New Jersey State Contract Vendor through this resolution as a properly executed contract and which shall be subject to all the conditions applicable to the current cooperative contracts;

Now, Therefore, Be It Resolved, that the Woodbridge Public Library authorizes the purchase of the attached list of flooring materials and cost of installation for the Iselin Branch Library from Direct Flooring, 12 Minneakoning Road, Building A, Unit 103, Flemington, NJ 08822, an approved New Jersey State Contract vendor on the attached list, pursuant to all conditions of the individual State contracts for the amount of \$18,206.42; and

Be It Further Resolved, that the governing body of the Woodbridge Public Library, pursuant to N.J.A.C. 5:30-5.5(b), the certification of available funds, shall either certify the full maximum amount against the budget at the time the contract is awarded, or no contract amount shall be chargeable or certified until such time as the goods or services are ordered or otherwise called for prior to placing the order, and a certification of availability of funds is made by the Chief Finance Officer;

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 19-Dec-17.

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Frederick W. Silbon, Jr., Secretary

Public Comment: Anne Taylor, Franklin Township, Somerset. Anne requested a clarification from the Board about the Iselin project, and if there should have been a bid process. Attorney Carol Berlen stated that libraries may purchase from vendors who have state contracts.

Adjournment: A motion to adjourn the Board Meeting was made by Anthony Terebetsky, seconded by Ray Zirpolo. The meeting was adjourned at 8:15 pm.