

**OAKLAND PUBLIC  
LIBRARY  
RESOLUTIONS  
2014**

**OAKLAND PUBLIC LIBRARY**  
**2014 RESOLUTIONS**  
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# OAKLAND PUBLIC LIBRARY

## 2014 RESOLUTIONS

### 2014-01 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 10<sup>th</sup>, 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 Oakland Public Library hereby designates the regular meeting dates shall generally be the second Thursday of each month.

#### 2014 Meetings for the Board of Trustees

January 9th	July 10th
February 13th	August 14th
March 13th	September 11th
April 10th	October 9th
May 8th	November 13th
June 12th	December 11th

The date for the first meeting in 2015 will be January 8<sup>th</sup>.

All meetings shall be held at the Oakland Public Library, 2 Municipal Plaza, Oakland, NJ 07436. All meetings referred to herein shall begin at 7:00 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 Oakland 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 9, 2014

Updated: July 10, 2014

**OAKLAND PUBLIC LIBRARY**  
**2014 RESOLUTIONS**

**2014-02 AUTHORIZE HOURS OF OPERATION**

**WHEREAS**, the Board of Trustees of the Oakland 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, 2014 and ending December 31, 2014.

Monday, Tuesday, Thursday  
Wednesday, Friday, Saturday

9:30 a.m. to 8:00 p.m.  
9:30 a.m. to 5:00 p.m.

Approved: January 9, 2014

# OAKLAND PUBLIC LIBRARY

## 2014 RESOLUTIONS

### 2014-03 DESIGNATE DAYS LIBRARY WILL BE CLOSED

**WHEREAS**, the Board of Trustees of the Oakland Public Library recognizes the need for authorizing closing the Library or limiting hours on designated holidays; and

**WHEREAS**, the Oakland Public Library Board of Trustees has studied the closing schedule followed by the Borough of Oakland; and

**NOW, THEREFORE BE IT RESOLVED**, that the Library closings beginning January 1, 2014 and through January 1, 2015 will be as outlined below.

### OAKLAND PUBLIC LIBRARY CLOSINGS 2014

New Years Day	Wednesday	January 1
Martin Luther King Day	Monday	January 20
President's Day	Monday	February 17
Good Friday	Friday	April 18
Memorial Day	Monday	May 26
Independence Day	Friday	July 4
Labor Day Saturday	Saturday	August 30
Labor Day	Monday	September 1
Columbus Day	Monday	October 13
Veteran's Day (observed)	Tuesday	November 11
Thanksgiving	Thursday	November 27
Thanksgiving Friday	Friday	November 28
Christmas Eve Day	Wednesday	December 24
Christmas Day	Thursday	December 25
New Years Eve Day	Wednesday	December 31

### 2015

New Years Day	Thursday	January 1, 2015
Martin Luther King Day	Monday	January 19, 2015

Approved: January 9, 2014

**OAKLAND PUBLIC LIBRARY**  
**2014 RESOLUTIONS**

**2014-04 DESIGNATE OFFICIAL NEWSPAPERS**

**WHEREAS**, the Board of Trustees of the Oakland 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 Oakland Public Library, designates as the official newspaper:

The Bergen Record

Approved: January 9, 2014

# OAKLAND PUBLIC LIBRARY

## 2014 RESOLUTIONS

### 2014-05 DESIGNATE OFFICIAL DEPOSITORIES

**WHEREAS**, the Board of Trustees of the Oakland 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 Oakland Public Library, designates as the official depositories for its monies, the following:

Bank of America  
TD Bank  
New Jersey Cash Management Fund

**BE IT FURTHER RESOLVED**, the Board of Trustees of the Oakland Public Library designates the Bank of America checking account as the master operating account. The Board may subsequently authorize transfers to other accounts as deemed appropriate.

Approved: January 19, 2014

# OAKLAND PUBLIC LIBRARY

## 2014 RESOLUTIONS

### 2014-06 AUTHORIZE SIGNATURES ON CHECKS

**WHEREAS**, the Board of Trustees of the Oakland 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 Oakland 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
- Director of the Oakland Public Library

Approved: January 9, 2014



# **OAKLAND PUBLIC LIBRARY**

## **2014 RESOLUTIONS**

### **2014-07 LIBRARY PURCHASING AGENT**

**WHEREAS**, the Board of Trustees of the Oakland 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 Oakland Public Library designates the following as the official Library Purchasing Agent:

Abigail Sanner, Library Director

**BE IT FURTHER RESOLVED** that the Board of Trustees of the Oakland Public Library authorizes the Library Purchasing Agent to make purchases up to \$500.00 without prior approval from the Board of Trustees.

Approved: January 9, 2014

**OAKLAND PUBLIC LIBRARY**  
**2014 RESOLUTIONS**

**2014-08 RETAIN PROFESSIONAL  
SERVICES WITHOUT COMPETITIVE BIDDING**

**WHEREAS**, pursuant to the New Jersey Local Public Contract Law, the Board of Trustees of the Oakland 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 Oakland 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 Oakland Public Library shall retain the following professional services, without competitive bidding:

Attorney  
Auditor

Approved: January 9, 2014

# **OAKLAND PUBLIC LIBRARY**

## **2014 RESOLUTIONS**

### **201-09 APPOINTING AUDITORS**

**WHEREAS**, the Board of Trustees of the Oakland 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 Oakland Public Library will appoint VM Associates as auditor for the financial records of 2014.

**BE IT FURTHER RESOLVED** that the term for said appointment shall run from January 1, 2014 through December 31, 2014.

Approved: January 9, 2014

**OAKLAND PUBLIC LIBRARY**  
**2014 RESOLUTIONS**

**2014-10 RESOLUTION TO ESTABLISH  
PETTY CASH ACCOUNTS**

**WHEREAS**, the Board of Trustees of the Oakland Public Library recognizes the need to place orders in the most cost effective and efficient manner;

**WHEREAS**, a cash account is needed for online purchases which are pre-authorized by the Purchasing Agent, and;

**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 Oakland Public Library, has determined to establish a bank account with a maximum amount of \$600 with access by a debit card, understanding that controls are in place to prevent debits in excess of \$600;

**FURTHER, BE IT RESOLVED** that the Board of Trustees of the Oakland Public Library, authorizes a petty cash fund of \$50 to be managed by a single individual who is designated by the Library Director. For the year 2014 Mame Schwarzfischer is designated to handle these funds.

Approved: January 9, 2014

**OAKLAND PUBLIC LIBRARY**  
**2014 RESOLUTIONS**

**2014-11 RESOLUTION TO MAINTAIN MEMBERSHIP  
IN THE BERGEN COUNTY COOPERATIVE LIBRARY SYSTEM  
(BCCLS)**

**WHEREAS**, the Board of Trustees of the Oakland 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 Oakland 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: January 9, 2014