OPEN PUBLIC MEETINGS LAW

The notice requirements of the Open Public Meetings Law have been satisfied in that a “48-hour” notice has been transmitted to THE LOCAL SOURCE, HOME NEWS TRIBUNE, STAR LEDGER, City Clerk, posted at City Hall and in the Library.

FLAG SALUTE

ROLL CALL

PRESENT:
Robert Ayres
Joanna Colucci
Joan A. Konrad
Dorota Kotowski
Doris Matey
Maria Pizzelli
Diane Wilverding

Marilyn Coplan, President

ALSO PRESENT:
Andrew Baron, Esq.
Dennis Purves
Mary Purves
Luray Rusnock

ABSENT:
Mayor Derek Armstead (excused)
Dr. Marlene Berghammer
Dr. Danny Robertozzi (excused)
MINUTES
On a motion by Doris Matey, seconded by Joanna Colucci and passed, approving the minutes of the previous meeting (November 14, 2016) as submitted and ordered filed.

CORRESPONDENCE
President Coplan reported no correspondence had been received since the last meeting.

TREASURER’S REPORT & FINANCE COMMITTEE
ROBERT AYRES, TREASURER REPORTED:
(1) Requesting approval to file the Treasurer’s Report as prepared.
(2) Requesting approval to authorize the payment of bills for the period of November 14, 2016 through December 12, 2016 in the amount of $36,821.03 (general) and $383.00 (building fund) for a total of $37,204.03.

A motion was made by Dorota Kotowski, seconded by Doris Matey and passed, accepting the Treasurer’s Report as prepared.

Treasurer Robert Ayres reported that we should be able to get through this year but not next year.

Director Dennis Purves reported that there have been two (2) budget hearings scheduled but were cancelled by the Finance Committee at the last minute. Hopefully by the January 2017 Board meeting we will have some answers.

A motion was made by Robert Ayres, seconded by Dorota Kotowski and passed approving the 2016 budget.

A motion was made by Dorota Kotowski, seconded by Robert Ayres and passed, approving the 2017 budget.

BUILDINGS & GROUNDS
DIANE WILVERDING, CHAIRPERSON:

Ms. Wilverding reported she has reminded the Account Clerk to empty the boxes on the left in the archives closet.

Ms. Wilverding asked if the irrigation system was prepared for the winter. She saw a charge on the Finance Page.
PERSONNEL COMMITTEE
Joanna Colucci, Chairperson:

NO REPORT

FUND RAISING
Doris Matey, Chairperson:

The TGI Friday's fundraiser netted a profit of $23.48.

The MOOYAH's Fundraiser is still awaiting payment.

On January 4, 2017, Pizza Hut will be sponsoring a fundraiser again.

On Friday, November 18th, the Murder Mystery Dinner had a bit of a snag. The Friends are working on receiving a refund from the murder mystery company.

The Super 50/50 drawing was held tonight. The winners were Robert Ayres (he donated the monies to the Friends), Kameisha Grubbs and Tina Aldazabel.

There will be a book sale in the Spring 2017. Co-Chairpersons are Joanne Gareis and Doris Matey.

In Autumn 2017 the Friends will sponsor a Bag Bingo and Tricky Tray Combo.

On Wednesday, December 14th, Miracle on 34th Street will be shown at 6:30 p.m. Join us for hot cocoa, cookies, candy canes and the wonderful Christmas movie classic.

The Friends are currently awaiting the invoice for the projector in the computer lab.

The Friends are investigating purchasing air curtains for the front doors to help alleviate temperature loss from the opening of the doors.

POLICY COMMITTEE
IN THE ABSENCE OF CHAIRPERSON DR. MARLENA BERGHAMMER, DIANE WILVERDING REPORTED:

Ms. Wilverding reported on the Unattended Children Policy; Drug Free Workplace/Drug/Alcohol Abuse policy; Employment of family members; Dress Code and Supervisor's Report of Reasonable Suspicion.
A motion was made by Joanna Colucci, seconded by Doris Matey and passed, to adopt these policies. All of these are included in the City of Linden’s Personnel Manual.

Mr. Baron encouraged the Board to discuss policy revisions with staff when implementing major policies. All policies should be reviewed.

The Board sets policy but for communication purposes, it is good to share revisions with staff from the beginning.

**DIRECTOR’S REPORT**

Director Dennis Purves reported on:

1) This year the Board approved promotions for library assistants Carol Duffy, Alea Fine and Gabriel Sherian. The promotions were entered through NJ Department of Personnel CAMPS website and upon reviewing the applications Alea was deemed ineligible. Dolores Sawczyn applied through the civil service list and was deemed eligible. As there is a complete list of three (3) people and all three (3) have responded that they would like the position, Dolores would have to be promoted to senior Library assistant and Alea will have to be demoted to library assistant. Alea has filed an appeal, which could take up to two (2) months to process, but according to Civil Service we can’t wait for that appeal to be completed. I’m not clear why Alea was deemed ineligible as I do not have a copy of what she filled in for NJDOP.

2) On November 29th and 30th the staff had active shooter training.

3) On Wednesday, November 30th, I attended the LibraryLink NJ fall membership meeting at the Monroe Township Library.

4) On Tuesday, December 6th, I attended the RefUSA workshop at the Cranford Recreation Center.

5) On Friday, December 9th, I attended the LUCC meeting held at Scotch Plains Public Library.

6) On Friday, December 9th, children’s librarian Ginger Moore attended the Teen Librarian Toolbox at South Orange Public Library.

7) On Tuesday, November 22nd, I attended the Chamber of Commerce meeting at Herbert L. Jamison and Company in Cranford.

8) From November 10th through December 7th, there were 2,608 checkouts, 2,607 check-ins, and 353 renewals. There were 99 borrowers added in the month of November, and from the beginning of the year through the end of November there were 1,659 adds. The meeting rooms were used 29 times and the computer lab was used three (3) times.

9) The budget hearing which was scheduled for December 6th has been rescheduled for 3:30 p.m. on December 12th.
**UNFINISHED BUSINESS**
Mr. Baron reported he needs to leave the meeting by 7:30 p.m. tonight. He needs to speak to both unions. Therefore, he requests going into executive session now.

A motion was made by Robert Ayres, seconded by Joanna Colucci and passed, the Board went into executive session at 6:55 p.m.

A motion was made by Doris Matey, seconded by Maria Pizzelli and passed to reopen the public meeting at 7:25 p.m.

Mr. Baron left the meeting at 7:30 p.m.

**NEW BUSINESS**

**2017 PETTY CASH RESOLUTION** — On a motion by Diane Wilverding, seconded by Joanna Colucci and passed, adopting the 2017 Petty Cash Resolution.

**2017 REVISED CALENDAR OF HOLIDAYS AND CLOSINGS** — On a motion by Dorota Kotowski, seconded by Robert Ayres and passed, adopting the 2017 revised calendar of holidays and closings (closing both Friday, November 10th and Saturday, November 11th for Veteran’s Day per the union contracts.)

**EMAILING PACKETS** - Director Dennis Purves asked if Board members would prefer to have their Board packets emailed to them.

The Director took a roll call as to who wants their packets emailed and who wants a hard copy delivered.

**NEXT MEETING**
The next meeting is scheduled for Monday, January 9, 2017 at 6:30 p.m. in the Bernice Bedrick Meeting Room, 31 E. Henry Street, Linden.

**COMMENTS FROM THE PUBLIC**
Council Armando Medina, Library Liaison, spoke on the 2017 budget. The budget hearings have been delayed.

President Coplan urged Councilman Medina that the Library needs more money to function properly.
Councilman Medina stated that patrons are not happy with the reduction in the library hours. Perhaps the Board should send more information to the City Council for consideration.

President Coplan responded it was necessary since the City has not been providing adequate funding to cover all of the hours.

**ADJOURNMENT**
On a motion by Robert Ayres, seconded by Doris Matey and passed, the meeting adjourned at 7:45 p.m.

Sincerely,

[Signature]
Joan A. Konrad
Secretary
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Report Totals

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Totals by Year-Fund

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**Report Totals**

- Paid: 3
- Void: 0
- Amount Paid: 383.00
- Amount Void: 0.00

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**Total Of All Funds:**

- 383.00
## ENDING BALANCES AS OF:
### BUDGET 2016

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<td><strong>TOTAL</strong></td>
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# Statement of Revenues

## Budget 2016

### November 30, 2016

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**Report Totals**

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<th>Amount Void</th>
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<td>0.00</td>
<td>0.00</td>
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<td>Total:</td>
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<td>0</td>
<td>55,737.21</td>
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**Totals by Year-Fund**

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<th>Revenue Total</th>
<th>G/L Total</th>
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<td>6-01</td>
<td>55,737.21</td>
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<td>55,737.21</td>
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**Total Of All Funds:**

<p>|                  | 55,737.21    | 0.00          | 0.00      | 55,737.21 |</p>
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<tr>
<th>Disbursement</th>
<th>2016 Budget</th>
<th>Prior Months</th>
<th>Paid or Charged</th>
<th>Total</th>
<th>Variance</th>
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<tr>
<td>Salaries</td>
<td>967,814.00</td>
<td>731,923.68</td>
<td>68,014.67</td>
<td>799,938.35</td>
<td>167,875.65</td>
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<td>Social Security and Medicare</td>
<td>71,812.00</td>
<td>54,180.72</td>
<td>4,995.69</td>
<td>59,176.41</td>
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<td>564.53</td>
<td>27.08</td>
<td>591.61</td>
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<td>DCRP</td>
<td>990.00</td>
<td>1,175.27</td>
<td>171.65</td>
<td>1,346.92</td>
<td>(356.92)</td>
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<td>Salaries</td>
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<td>787,844.20</td>
<td>73,209.09</td>
<td>861,053.29</td>
<td>180,213.71</td>
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<td>Benefits for Current &amp; Retirees</td>
<td>-</td>
<td>337,312.37</td>
<td>28,301.71</td>
<td>365,614.08</td>
<td>(365,614.08)</td>
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<tr>
<td>Pension Plan ER &amp; DCRP Ins</td>
<td>213,532.00</td>
<td>213,803.00</td>
<td>36.84</td>
<td>213,839.84</td>
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<td>28,357.95</td>
<td>579,601.97</td>
<td>(366,069.97)</td>
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<td>Staff Expenses</td>
<td>1,254,799.00</td>
<td>1,339,088.22</td>
<td>101,567.04</td>
<td>1,440,655.26</td>
<td>(185,856.26)</td>
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<table>
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<tr>
<th>FIXED EXPENSES</th>
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<tr>
<td>Service Contracts</td>
<td>23,855.79</td>
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<td>Electricity</td>
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<td>6,019.39</td>
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<td>Water &amp; Gas</td>
<td>7,392.42</td>
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<td>Sewerage Tax</td>
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<td>Insurance Bond</td>
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<td>Annual Audit</td>
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<td><strong>Subtotal Fixed Expenses</strong></td>
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<table>
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<tr>
<th>All Materials</th>
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<tr>
<td>Print Materials</td>
<td>24,225.56</td>
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<tr>
<td>Magazines &amp; Periodicals</td>
<td>8,324.16</td>
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<tr>
<td>Audio-Visual: DVD, Book, Tape, Music</td>
<td>1,680.00</td>
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<td>E Books</td>
<td>3,998.90</td>
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<td>Electronic Databases</td>
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<td><strong>Subtotal All Materials</strong></td>
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<table>
<thead>
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<tbody>
<tr>
<td>Automation</td>
<td>34,337.82</td>
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<tr>
<td>Exhibits, Programs and Promotion</td>
<td>139.34</td>
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<tr>
<td>Staff Development and Training</td>
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<td>Supplies</td>
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<td>Maintenance Supplies</td>
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<td>Matching Funds</td>
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<td>Board Expenses</td>
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<td>Security Guard Expense</td>
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<td>Miscellaneous</td>
<td>1,170.61</td>
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<td><strong>Subtotal</strong></td>
<td>850.00</td>
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<p>| Fixed &amp; Materials &amp; Expenses &amp; Benefits | 214,382.00 | 740,668.74 | 55,737.21 | 796,405.95 | (582,023.95) |
| Building Miscellaneous Funds | - | - | - | - |
| <strong>TOTAL EXPENSES FOR CY 2016</strong> | 1,255,649.00 | 1,528,512.94 | 128,946.30 | 1,657,459.24 | (401,810.24) |</p>
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<tr>
<th>Year</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Total</th>
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<td>73.99</td>
<td>73.99</td>
<td>73.99</td>
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<td>73.99</td>
<td>73.99</td>
<td>73.99</td>
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**Expenditure Summary By Month**

LINCOLN FREE PUBLIC LIBRARY

Page No: 2
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<td>JERSEYEL JERSEY ELEVATOR CO INC</td>
<td>120.00</td>
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</tr>
<tr>
<td>1026</td>
<td>11/14/16</td>
<td>LAMNDOC LAWN DOCTOR</td>
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<td>167</td>
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<tr>
<td>1027</td>
<td>11/14/16</td>
<td>WELLSFAR WELL FARGO BANK</td>
<td>134.07</td>
<td>167</td>
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Report Totals

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<th>Paid</th>
<th>Void</th>
<th>Amount Paid</th>
<th>Amount Void</th>
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<td>Total:</td>
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November 10, 2016
04:27 PM

<table>
<thead>
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<th>Fund Description</th>
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<th>Revenue Total</th>
<th>G/L Total</th>
<th>Total</th>
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Total Of All Funds: 786.95
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<td>13,958.57</td>
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**Balance of 9/30/2016**

**BUILDING FUND BALANCE**

|               | 71,067.57 | 786.95 | 70,280.62 |

**Linden Free Public Library**

**BUDGET CY2016**

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**balance as of 10/31/2016**
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<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
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Range of accounts: 6-01-01-100-000 to 6-01-01-100-010

Range of accounts with zero activity: N

Start year: 2016
End year: 2016-07-15

Includes accounts with zero activity: N

Account Description

Page 1
# 2017 Calendar of Holidays and Closings

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<th>Holiday</th>
<th>Date</th>
<th>Status</th>
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</thead>
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<td>New Year's Eve</td>
<td>Saturday, 12/31</td>
<td>closed</td>
</tr>
<tr>
<td>New Year's Day</td>
<td>observed Monday, 1/2</td>
<td>closed</td>
</tr>
<tr>
<td>Martin Luther King's Day</td>
<td>Monday, 1/16</td>
<td>closed</td>
</tr>
<tr>
<td>Lincoln's Birthday</td>
<td>observed Monday, 2/13</td>
<td>closed</td>
</tr>
<tr>
<td>Washington's Birthday</td>
<td>observed, Monday 2/20</td>
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</tr>
<tr>
<td>Good Friday</td>
<td>Friday, 4/14</td>
<td>closed</td>
</tr>
<tr>
<td>Memorial Day</td>
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<tr>
<td>Independence Day</td>
<td>Tuesday, 7/4</td>
<td>closed</td>
</tr>
<tr>
<td>Labor Day</td>
<td>Monday, 9/4</td>
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</tr>
<tr>
<td>Columbus Day</td>
<td>observed Monday, 10/9</td>
<td>closed</td>
</tr>
<tr>
<td>Election Day</td>
<td>Tuesday, 11/7</td>
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</tr>
<tr>
<td>Veteran’s Day</td>
<td>observed Friday, 11/10</td>
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<td>Veteran’s Day</td>
<td>Saturday, 11/11</td>
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<td>Thanksgiving Eve</td>
<td>Wednesday, 11/22</td>
<td>open 9-5</td>
</tr>
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<td>Thanksgiving Day</td>
<td>Thursday, 11/23</td>
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<td>Christmas Day</td>
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</tr>
<tr>
<td>New Year’s Day</td>
<td>Monday, 1/1</td>
<td>closed</td>
</tr>
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**ADOPTED: 12/12/16**
RESOLUTION OF THE BOARD OF TRUSTEES
OF THE LINDEN FREE PUBLIC LIBRARY –
ESTABLISHING A PETTY CASH FUND FOR 2017

BE IT RESOLVED by the Board of Trustees of the Linden Free Public Library that the Board has determined the need to establish a petty cash fund in 2017 in the amount of $500.00; and

BE IT RESOLVED that the Board hereby authorizes the Director and Accounts Clerk to be responsible for the replenishment of the fund as needed throughout the year.

BE IT FURTHER RESOLVED that a copy of this Resolution and documents aforementioned be spread upon the Minute book of the Library Board of Trustees.

[Signature]
President

ATTEST:

[Signature]
Secretary

ADOPTED: 12/12/16