

**SOMERSET COUNTY LIBRARY COMMISSION
ANNUAL REORGANIZATION MEETING MINUTES
JANUARY 4, 2012**

Present were: Art Carlson (chair), Susan Bateman, Mary Caruso, Al Ellis, Anita Ventantonio and Robert Waldstein. Staff present were: Brian Auger (Library Director), Keith McCoy (Assistant Library Director), Deanna Gray (Human Resources Manager), Brian Morgan (Business Manager). Patrick Scaglione, Freeholder Liaison, arrived at 7:12.

The Annual Reorganization Meeting of the Library Commission was called to order by Vice-Chairperson, Mary Caruso at the Bridgewater Library on January 4, 2012 at 7:01 PM.

OPEN PUBLIC MEETINGS LAW

Adequate notice of this meeting was provided as required by the Open Public Meetings Law.

ELECTIONS

On a motion by Anita Ventantonio and second by Robert Waldstein, Art Carlson was nominated as Chair. There being no further nominations, Art Carlson was elected by unanimous vote as Chair for 2012.

With Art Carlson presiding, Susan Bateman nominated Mary Caruso as Vice-Chair, and Robert Waldstein seconded the nomination. There being no further nominations, Mary Caruso was elected by unanimous vote as Vice-Chairperson for 2012.

RESOLUTION APPROVING A TEMPORARY BUDGET

Resolution 12-001, approving a temporary budget for the Library Commission effective January 1, 2012 to March 31, 2012 was moved by Anita Ventantonio and seconded by Mary Caruso. The members present unanimously approved the attached resolution by a roll call vote.

RESOLUTION ON PUBLIC NOTICES

Resolution 12-002, naming the *Courier News* and the *Star Ledger* the official newspapers for notices of meetings and other legal matters of the Commission for 2012 was moved by Al Ellis and seconded by Anita Ventantonio. The members present unanimously approved the resolution, which is attached to these minutes, by a roll call vote.

RESOLUTION ON THE APPOINTMENT OF ATTORNEY - LABOR COUNSEL

Resolution 12-003, reappointing Atty. Douglas Zucker as the Commission's labor counsel for 2012 was moved by Susan Bateman and seconded by Robert Waldstein. The members present unanimously approved the resolution that is attached to these minutes by a roll call vote. Mr. Zucker's fee for services in 2012 will remain \$190 per hour, plus a 4.0% administrative fee.

RESOLUTION APPOINTING THE AUDITOR FOR THE COMMISSION

Resolution 12-004, naming Suplee, Clooney and Co. as the Commission's auditor for 2012 was moved by Anita Ventantonio and seconded by Mary Caruso. The members present unanimously approved the resolution that is attached to these minutes by a roll call vote.

RESOLUTION APPOINTING THE MEDICAL INSURANCE BROKER AUDITOR FOR THE COMMISSION

Resolution 12-005, naming James J. Varaklis as the Commission's medical insurance broker for 2012 was moved by Mary Caruso and seconded by Robert Waldstein. The members present unanimously approved the resolution that is attached to these minutes by a roll call vote.

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RESOLUTION APPOINTING THE PUBLIC AGENCY COMPLIANCE OFFICIAL FOR THE COMMISSION

Resolution 12-006, reappointing Brian Morgan as the Library Commission's Public Agency Compliance Officer for the year 2012 was moved by Mary Caruso and seconded by Anita Ventantonio. The members present unanimously approved the resolution, which is attached to these minutes, by a roll call vote.

RESOLUTION DESIGNATING A RISK MANAGER FOR THE COMMISSION

Resolution 12-007, designating New Jersey Risk Managers as the Risk Manager to represent the Somerset County Library System in 2012 was moved by Robert Waldstein and seconded by Anita Ventantonio. The members present unanimously approved the resolution, which is attached to these minutes, by a roll call vote.

RESOLUTION AUTHORIZING CONTRACTS WITH CERTAIN APPROVED STATE CONTRACT VENDORS

Resolution 12-008, authorizing the Business Manager to purchase certain goods and services from approved New Jersey State Contract Vendors in 2012 was moved by Anita Ventantonio and seconded by Mary Caruso. The members present unanimously approved the resolution, which is attached to these minutes, by a roll call vote. A list of approved State Contract Vendors is also attached.

RESOLUTION AUTHORIZING THE EXECUTION OF AGREEMENTS WITH VARIOUS VENDORS FOR THE PURCHASE OF INSURANCE FOR USE BY THE SOMERSET COUNTY LIBRARY COMMISSION IN 2009

Resolution 12-009, authorizing the Business Manager to enter into agreements with certain vendors for the purchase of insurance in 2012 was moved by Anita Ventantonio and seconded by Robert Waldstein. The members present unanimously approved the resolution, which is attached to these minutes, by a roll call vote. A list of the vendors is attached to the resolution.

RESOLUTION AUTHORIZING THE EXECUTION OF AN AGREEMENT WITH THE UNITED STATES POSTAL SERVICE FOR THE PURCHASE OF POSTAGE FOR USE BY THE SOMERSET COUNTY LIBRARY COMMISSION IN 2012

Resolution 12-010, authorizing the Business Manager to enter into agreements with the United State Postal Service for the purchase of postage in 2012 was moved by Mary Caruso and seconded by Anita Ventantonio. The members present unanimously approved the resolution, which is attached to these minutes, by a roll call vote.

RESOLUTION ON COMMISSION MEETINGS FOR 2012

Resolution 12-011 setting the 2012 meeting dates of the Commission was moved by Al Ellis and seconded by Anita Ventantonio. The members present unanimously approved the resolution, which is attached to these minutes, by a roll call vote.

RESOLUTION AUTHORIZING PURCHASE OF MATERIALS AND OTHER SERVICES

Resolution 12-012, authorizing the execution of agreements with various vendors for the purchase of materials and other services was moved by Susan Bateman and seconded by Anita Ventantonio. The members present unanimously approved the resolution, which is attached to these minutes, by a roll call vote.

ADJOURNMENT

On a motion by Anita Ventantonio and second by Susan Bateman, the annual reorganization meeting was adjourned at 7:13 P.M.