

**Hamilton Township Public Library Board of Trustees**  
**Minutes of the Meeting held December 23, 2019 at 5:03 PM**

**Members Present:** Mr. Santamaria, Ms. DeAngelo, Mr. Kovacs, Ms. Rogers, Mr. Atkin, Mr. Gedeika, and Library Director, Mr. Chianese **Absent:** Mr. Kenny

**Review of the minutes from the last meeting of the Board:** Approval of the November 25, 2019 minutes were moved by Ms. Rogers, seconded by Ms. DeAngelo. Mr. Santamaria requested a correction of "approving the Appointment . . . not Resolution . . . Mr. Kovacs would make the correction and resubmit the report. The motion was approved.

**Consideration of the Treasurer's Report:** Approval of the November, 2019 Treasurer's Report was moved by Mr. Kovacs, seconded by Ms. DeAngelo. The motion was approved by all members present.

**Consideration of the Bill List:** Approval of the December, 2019 Bill List was moved by Mr. Kovacs, seconded by Ms. Rogers. The motion was approved by all members present.

**Committee Reports:**

1. Ms. Rogers will distribute the new Strategic Planning Committees report for review at the January Board meeting.
2. The gift sweaters were given to all Library staff for the holiday season.
3. After conferring with the Hamilton Township legal services, the following changes were made to the Library Rental Fees policy. Rental fees must be received within **48 hours prior to the** reservation. . . The Library will return fees in full, when notice of a cancellation is given **72 hours** in advance of the scheduled reservation. This will go in effect immediately.

**Director's Report:**

1. Request for approval of 29 updated staff personal computers purchase. Present computers are Windows 7. Health Care computers are equipped with Windows 10 are available for sale at cost of \$460 per computer. Estimate costs would be \$13,340. Mr. Santamaria asked that computers be verified to be clean of all stored data. He also requested that cost for the purchase of 29 new computers be provided for consideration.

2. Audit resolution will be presented at the January 27, 2020 meeting.

3. Need estimate from Princeton Air to replace Library room temperature controls. Present controls are only on/off switches and do not have temperature regulator.

4. 2020 Board meeting announcements were published in the Times newspaper on December 1, 2019.

**Old Business:**

After conferring with the Hamilton Township Legal Department, the policy regarding use of the Library meeting rooms include: "Rental fees must be received within 48 hours **prior to** the date of use. . ." "Library will return fees in full, when **written** notice of a cancellation is given. . ." Approval was moved by Mr. Kovacs, seconded by Ms. DeAngelo. The motion was approved by all members present.

**New Business:**

Mr. Santamaria sent a letter to Betty Kanoc and Darrell Vigh thanking them for their support of the Library and the residents of the Hamilton Township.

Suggested invitation be sent to Mayor, Jeff Martin to attend the January 2020 Board of Trustees meeting and tour the Library.

**Public Comment:** the Board welcomed Marilyn José, Trustee of NJLTA. Ms. José is presently compiling list of all volunteer programs in Hamilton Township. She complimented the various Library services and informed the Board of Trustees that Friends of the Library will have book sale every other month. The primary function of the Friends of the Library is to get residents to come to the Library.

**Information and Announcements:** The next Board meeting will be January 27, 2020. The meeting was adjourned at 6:10 PM.

Respectfully submitted,

King Kovacs  
Secretary