



**TO:** Planning & Operations Committee  
**FROM:** Janet Van De Carr  
**DATE:** August 5, 2015  
**SUBJECT:** August Committee Issues

A handwritten signature in black ink, appearing to be 'JVC', written over the 'FROM' and 'DATE' lines of the memo.

**Policy Revision I F 2**

Based on our conversations last month I revised Policy IF2 to include statements regarding the use of the Children's Department and the Young Adult Loft. Please see the attached policy, the new language is in bold.

**Meeting Room Chairs**

The stacking chairs that we use in the meeting room are over 35 years old. The green upholstery and padding was added sometime in the late 1990s to cover up the harvest gold plastic seats and backs that were both soiled and uncomfortable.

The chairs were never designed for upholstery and the constant stacking and everyday use has caused many of them to tear and fray. We used to have damaged ones repaired annually; the last time was in 2013 at a cost of \$110 per chair. We now have almost 50 chairs that need to be recovered and rather than continue to spend funds to repair 35-year-old chairs I would like to use gift funds to replace them.

The company KI, a supplier of library and institutional furniture, has meeting room chairs that are comfortable, lightweight and can be stacked up to 40 high. These chairs have a 10 year warranty and are in use at several area libraries that report they are very satisfied with their performance.

Our current chairs are stacked 20 high on 8 storage caddies. The proposed chairs require only 4 storage caddies which will save space in our storage area and at less than 8 pounds each they will be easier to set up and take down on a daily basis. The cost of the proposed chairs is \$135.72 each, based on the NJPA (National Joint Powers Alliance) state bid contract price.

I request that the Board approve an expenditure of \$19,232.48 from the Dorothy Moriarty Trust for the purchase of 125 meeting room chairs and 4 storage caddies, including delivery and installation.

New chairs – \$135.72 each  
Cost to repair old chairs – \$110.00 each based on 2013 prices

Current balance in the Dorothy Moriarty Trust – \$50,970.26