

OCEAN COUNTY LIBRARY COMMISSION
MINUTES OF REGULAR MEETING
Monday, October 19, 2015

Attendees: Ocean County Library Commission
Sal Baglio, Chairperson
Heather Barone
Susan Hutler
Christopher Mullins
Ruthanne Scaturro

Absent: Henry J. Mancini
Bonnie R. Peterson

Other Attendees: Edward Feurey, Library Counsel
Susan Quinn, Library Director
Sara Hansen, Assistant Director
Rita Oakes, Chief Librarian, Branch Services
Zarita Mattox, Chief Librarian, Toms River
Jeri Gunther, Chief Librarian, Operations
David Evans, Information Processing Manager
Jennifer Doderer, Personnel Director
Jennifer Woodman, Budget Officer
Deborah Blackwell, Training Coordinator
Harry Applegate, Administration
Sal Ottaviano, Public Information Officer

Presiding: Sal Baglio, Chairperson

Mr. Baglio read the Open Public Meetings Act at 4:00 p.m.

A. In compliance with the Open Public Meetings Act of the State of New Jersey, adequate notice of this meeting of the Ocean County Library Commission was provided in the following manner:

1. On December 19, 2013, advance notice of this meeting was posted on the Bulletin Board located in the entrance hall of the Ocean County Library, 101 Washington Street, Toms River, NJ;
2. On December 20, 2013, advance written notice of this meeting was published in the *Asbury Park Press*;
3. On December 20, 2013, advance written notice of this meeting was filed with the Clerk of the County of Ocean;
4. On December 20, 2013, advance written notice of this meeting was mailed to all persons who, according to the records of the Ocean County Commission, paid for such notices on or after December 20, 2013.

I. Roll Call and Announcements

II. Approval of Minutes, Regular Meeting, September 21, 2015 (Copy on file, Library Administration Office)

Motion to approve: Mr. Mullins
Second: Mrs. Hutler

Roll Call: Ayes: Mrs. Barone, Mrs. Hutler, Mr. Mullins
Abstained: Mrs. Scaturro, Mr. Baglio

Passed unanimously

III. Approval of Financial Statement, September, 2015 (Copy on file, Library Administration Office)

Motion to approve: Mrs. Hutler
Second: Mrs. Scaturro

Roll Call: Ayes: Mrs. Barone, Mrs. Hutler, Mr. Mullins, Mrs. Scaturro, Mr. Baglio

Passed unanimously

IV. Approval of Personnel Actions (Copy on file, Library Administration Office)

Motion to approve: Mrs. Scaturro
Second: Mrs. Hutler

Roll Call: Ayes: Mrs. Barone, Mrs. Hutler, Mr. Mullins, Mrs. Scaturro, Mr. Baglio

Passed unanimously

V. Approval of Bill Certificate Lists #10. (Copy on file, Library Administration Office)

Motion to approve: Mrs. Hutler
Second: Mrs. Scaturro

Roll Call: Ayes: Mrs. Barone, Mrs. Hutler, Mr. Mullins, Mrs. Scaturro, Mr. Baglio

Passed unanimously

VI. Approval of Salary Expenditures (Resolution on file, Library Administration Office)

Motion to approve: Mrs. Scaturro
Second: Mrs. Barone

Roll Call: Ayes: Mrs. Barone, Mrs. Hutler, Mr. Mullins, Mrs. Scaturro, Mr. Baglio

Passed unanimously

VII. Director's Report

Ms. Quinn reported on the following items:

Food for Fines: The Food for Fines program in celebration of the Ocean County Library's 90th Anniversary was very successful with the library system raising 5.4 tons, or 10,790-pounds, of food for the Food Bank of Monmouth and Ocean Counties. This represents 9,000 meals or 100 meals for every year the Library has been in existence. Ms. Quinn noted the great job done by all of our library staff to support this wonderful program for our community.

2016 Annual Budget: Ms. Quinn noted that she continues to work with the Commission's Finance Committee and plans to have a report to present at the November Commission meeting.

VIII. Communications

IX. New Business

Resolutions

- A. Authorize resolution for the Library's 2016 – 2021 Capital Budget and Capital Improvement program request submitted to County of Ocean on September 22, 2015 under the direction of the Ocean County Library Commission Finance Committee;
- B. Authorize execution of the Self Insured-Workers' Compensation Agreement for 2016 with the County of Ocean in the amount of \$254,570.00;
- C. Authorize an Intergovernmental Agreement with the Ocean County Board of Chosen Freeholders, Ocean County Department of Juvenile Services to provide a Delinquency Awareness and Prevention program at a cost not to exceed \$8,000.00, for a twelve month period to commence on January 1, 2016, and ending on December 31, 2016; or until all funds have been expended;
- D. Authorize acceptance of American Library Association YALSA "*Great Stories Club – Connecting Libraries, Underserved Teens and Books*" grant for the Lacey Branch for three (3) book sets, programming support materials, and travel and lodging to attend a national orientation workshop valued at \$1,665.00;
- E. Authorize submission of a grant application to *Libraries and Autism: We're Connected* valued at up to \$5,000.00 for the Brick Branch;
- F. Ratify the actions of administration in accepting a grant by the deadline of October 15, 2015 from the Association for Library Service to Children (ALSC) a division of the American Library Association (ALA) in the amount of \$7,500.00 for the library to promote exploration and discovery for children ages 6 to 14;
- G. Authorize the disposal of furniture from the Point Pleasant Borough Branch no longer needed due to age and wear as permitted by N.J.S.A. 40A:11-36;
- H. Authorize the disposal of used and/or damaged technology and miscellaneous/surplus technology equipment no longer needed due to age and wear;
- I. Authorize a resolution honoring Robin Romance, Point Pleasant Borough Branch, who is retiring on November 1, 2015, after 25 years of service to the Ocean County Library;

Bid Awards / Change Orders / Contracts

- J. Authorize award of bid for twelve (12) Accutrac People Counters with VEA Core software packages for a total sum of \$17,748.00;
- K. Authorize the Library Administration to negotiate with potential contractors pursuant to the Local Public Contracts Law for the for the Design of a Drupal Theme for a new Library Website for the Ocean County Library due to no responsive bids having been received;

Approvals

- L. Approve the Library to partner with Ocean Health Initiatives, Family Resource Network, and the Food Bank of Monmouth and Ocean Counties to enroll residents in the Affordable Care Act for Ocean County residents from November 1, 2015, through January 31, 2016;
- M. Approve the Library to partner with various organizations from November 1, 2015 through January 31, 2016, to collect food, toys, cell phones and clothing to benefit Ocean County residents in need;
- N. Approve the Barnegat Branch to partner with the Barnegat Recreation Department to implement a StoryWalk program. Funding for the project will be provided by the Friends of the Barnegat Branch and will not exceed \$250.00;
- O. Approve the 32nd Annual Staff In-Service on Friday, December 9, 2016;
- P. Approve a delayed opening of the Library System at 1:00 p.m. on Friday, December 9, 2016, for the 32nd Annual Staff In-Service;
- Q. Approve the Toms River Police Foundation's Jingle Bells Run 2015 event to use Mancini Hall the weekend of Saturday, December 5 and Sunday, December 6, 2015, afterhours until approximately 5:30 p.m.;
- R. Approve an institutional library card for the Lehman Center;
- S. Approve partnership with the Ocean County Health Department in co-sponsoring "Pretty in Pink Day" at the Library on Wednesday, October 21, 2015, as Ocean County recognizes October as National Breast Cancer Awareness Month;

Donations

- T. Accept the donation of \$200.00 from the Friends of the Plumsted Branch in acknowledgement of the TAB volunteers who helped at the annual book sale;
- U. Accept the donation of \$805.00 from the Tuckerton Library Association in memory of long time Tuckerton Library Association board member and past president, Shirley A. Hanadel.

Mr. Baglio noted that items B and K were new to the Agenda.

Approval of Items A. through S.:

Motion to approve: Mrs. Scaturro

Second: Mr. Mullins

Roll Call: Ayes: Mrs. Barone, Mrs. Hutler, Mr. Mullins, Mrs. Scaturro, Mr. Baglio

Passed unanimously

Mr. Baglio noted that the items were lettered A through U and asked for approval of the amended statement.

Approval of Items T. and U.:

Motion to approve: Mr. Mullins
Roll Call: All members answered Aye

Passed unanimously

X. Old Business

XI. Public Comment

XII. Closed Session – Not needed at this time.

XIII. Move to adjourn: Mrs. Scaturro
Second: Mrs. Hutler
Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 4:04 p.m.

Respectfully submitted,



Georgette Breslin, Secretary
Ocean County Library Commission