

OCEAN COUNTY LIBRARY COMMISSION
MINUTES OF REGULAR MEETING
Monday, December 21, 2015
Rescheduled from December 14, 2015

Attendees: Ocean County Library Commission
Sal Baglio, Chairperson
Bonnie R. Peterson, Vice Chairperson
Susan Hutler
Henry J. Mancini
Ruthanne Scaturro

Absent: Heather Barone
Christopher Mullins

Other Attendees: Edward Feurey, Library Counsel
Susan Quinn, Library Director
Sara Hansen, Assistant Director, Operations
Rita Oakes, Chief Librarian, Branch Services
Jeri Gunther, Chief Librarian, Operations
Barry DePaul, Assistant Maintenance Supervisor
David Evans, Information Processing Manager
Jennifer Doderer, Personnel Director
Jennifer Woodman, Budget Officer
Harry Applegate, Administration
Angela Zebrowski, Librarian 3, Information Services Retiree
Larry Meegan and Daniel Fitzgerald, Public Relations Department

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 15, 2015, 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 17, 2015, advance written notice of this meeting was published in the *Asbury Park Press*;
 3. On December 15, 2015, advance written notice of this meeting was filed with the Clerk of the County of Ocean;
 4. On December 15, 2015, 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 17, 2015.

I. Roll Call and Announcements

Mr. Baglio asked to present Item A under New Business, a retirement resolution for Angela Zebrowski. Mr. Baglio told Angela that he read the resolution and was impressed with her participation in diversity efforts, including developing a U.S. Citizenship exam preparation program. When you read something like this you realize how many lives you effect. Angela said it was her pleasure. All present congratulated Angela

Motion to approve Item A: Mr. Mancini
 Second: Mrs. Scaturro

Roll Call: Ayes: Mrs. Hutler, Mr. Mancini, Mrs. Peterson, Mrs. Scaturro,
 Mr. Baglio

Passed unanimously

Angela Zebrowski left the meeting at this time.

II. Approval of Minutes, Regular Meeting, November 16, 2015 (Copy on file)

Motion to approve: Mrs. Scaturro
 Second: Mr. Mancini

Roll Call: Abstained: Mrs. Hutler, Mrs. Peterson, Mr. Baglio
 Ayes: Mr. Mancini, Mrs. Scaturro

Passed unanimously

III. Approval of Financial Statement, November, 2015 (Copy on file)

Motion to approve: Mr. Mancini
 Second: Mrs. Peterson

Roll Call: Ayes: Mrs. Hutler, Mr. Mancini, Mrs. Peterson, Mrs. Scaturro, Mr. Baglio

Passed unanimously

IV. Personnel Actions (Copy on file)

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

Roll Call: Ayes: Mrs. Hutler, Mr. Mancini, Mrs. Peterson, Mrs. Scaturro, Mr. Baglio

Passed unanimously

V. Ratification of Action on Bill Certificate List #12 (Copy on file)

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

Roll Call: Ayes: Mrs. Hutler (Abstained from 8979, Lacey Twp. Board of Education),
 Mr. Mancini, Mrs. Peterson, Mrs. Scaturro, Mr. Baglio

Passed unanimously

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

Motion to approve: Mrs. Scaturro
 Second: Mr. Mancini

Roll Call: Ayes: Mrs. Hutler, Mr. Mancini, Mrs. Peterson, Mrs. Scaturro, Mr. Baglio

Passed unanimously

VII. Director's Report

2016 Annual Budget: The Finance Committee and Ms. Quinn met with the County. The County was satisfied that the Library worked very diligently to prepare a reasonable budget.

Mr. Mancini added that the budget is responsible and he thanked everybody who worked on it. We continue the trend of living within our means while still providing our services. A key point of the budget is a flat rate. There are nominal increases in the levy. Although we are not required to be within a cap as imposed by the state if you take out the exceptions, we are below that cap. The County was pleased that we continue to live within our means and are fiscally responsible.

VIII. Communications

IX. New Business

Resolutions

- A. Authorize a resolution honoring Angela Zebrowski, Librarian 2, who is retiring on January 1, 2016, after 10 years in Toms River Information Services;
- B. Establish Library Commission January Reorganization and Regular meeting dates for 2016;
- C. Approve the 2016 Ocean County Library Holiday schedule;
- D. Authorize the 2016 Temporary Operating Budget;
- E. Approve the 2016 Annual Budget Request;

- F. Authorize the signing of the Wage Works electronic service contract for the period of February 1, 2016, through January 31, 2019, covering dental services COBRA;
- G. Approve the Library's 2016 pension liability with the County of Ocean in the amount of \$1,711,367.00;
- H. Close out Reserve Account for encumbrances against the 2014 Budget in the amount of \$484,797.92 by a transfer to the General Library Account (209-290-0029);
- I. Establish the Reserve Account for encumbrances against the 2015 Budget in the amount of \$2,363,454.62 by a transfer from the General Library Account (209-290-0029) to the Reserve Account (209-290-0028);
- J. Resolutions for Transfers:
 - 1. Authorize transfer of \$50,000.00 from the General Library Account (209-290-0029) to the Sick Pay at Retirement Account (209-290-0049);
 - 2. Authorize transfer of \$140,000.00 from the Sick Pay at Retirement line item (209-290-0049) to the Salaries and Wages line item in the General Library Account (209-290-0029);
 - 3. Authorize transfer of \$140,000.00 from the Maintenance Building and Grounds line item in the General Library Account (209-290-0029) to the Building Improvement Fund (209-290-0045);
- K. Approve the establishment of petty cash funds for 2016 for Toms River (\$200.00), Lakewood (\$100.00), Brick, Jackson, Manchester and Stafford (\$75.00 each), and Barnegat, Beachwood, Berkeley, Island Heights, Lacey, Little Egg Harbor, Long Beach Island, Plumsted, Point Pleasant Beach, Point Pleasant Borough, Tuckerton, Upper Shores and Waretown (\$50.00);
- L. Approve the renewal for 2016 membership in eLibraryNJ for January 1, 2016, through December 31, 2016, and subsequent payment of \$16,000.00;
- M. Authorize the Ocean County Library to participate in the vision care plan provided by the County of Ocean for County employees in 2016;
- N. Authorize the Library to accept a matching dollar-for-dollar grant in the amount of \$1,680.00 with the Ocean County Cultural & Heritage Commission for the purpose of digitizing reels of the Lakewood Citizen, the New Egypt Press, and the Ocean County Review, making the collection available in digital format for patrons;
- O. Authorize a one (1) year renewal of the agreement with the Bay Head School for shared librarian services effective January 1, 2016;

Bid Awards / Change Orders / Contracts

- P. Authorize the award of contract for the provision of print and electronic books, materials and resources under Various Exempt Services in accordance with N.J.S.A. 19:44A-20.4 et. Seq. as described in the bid for Request for Qualifications;
- Q. Approve the Hoopla Services Agreement with Midwest Tape for a twelve (12) month period beginning on December 21, 2015 for an amount of \$75,000.00 to be applied against future purchases;

Approvals

- R. Approve the 2016 Library Fund Accounts, Line Item Categories and Cost Centers;
- S. Approve the Plumsted Branch to be a drop-off point for donated items to support local animal shelters that include blankets, towels, new cages, food dishes, leashes, collars, brushes, pet beds, carriers, etc.;
- T. Approve the Tuckerton Branch to be open after hours on Thursday, April 26, 2016, for the Tuckerton Library Association's annual open house;
- U. Approve the updated donation form to include additional programming categories;

Donations

- V. Accept a donation of 250.00 from Jo Anne Ward in Memory of Evelyn Klappholz for the Brick Branch;
- W. Accept a donation of \$355.00 from Judith Okun on behalf of residents of the Mirage at Barnegat to sponsor the Songs & Letters of World War II that will be presented by the Traveling Literary Theater on Saturday, May 21, 2016;
- X. Accept a donation of \$1,000.00 from the James Stokes family for the Long Beach Island Branch to use for children's programming;
- Y. Accept a donation of \$2,000.00 from the Friends of the Point Pleasant Boro Library for Point Pleasant Boro Branch programming in 2016.

Mr. Baglio asked for comments on Item B, establishing 2016 Ocean County Library Commission meeting dates. All Commissioners agreed that they prefer meeting on Tuesdays. Mr. Baglio amended Item B to read:

All 2016 meeting dates will take place on Tuesday.

Mr. Baglio pointed to Item Q, mentioning that Hoopla is a new service provided by Midwest Tape for music, movies and audio books for customers to download.

Mrs. Hutler asked if Item M was an additional cost. Ms. Quinn noted that it was a continuation with the County's vision plan for the second year of a 2-year contract.

Approval of Items B. through Y.:

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

Roll Call: Ayes: Mrs. Hutler, Mr. Mancini, Mrs. Peterson, Mrs. Scaturro, Mr. Baglio

Passed unanimously

X. Old Business

XI. Public Comment

XII. Closed Session for Legal Counsel Update on litigation and contractual matters.

Motion to approve: Mr. Mancini
 Second: Mrs. Peterson

Roll Call: Ayes: Mrs. Hutler, Mr. Mancini, Mrs. Peterson, Mrs. Scaturro, Mr. Baglio

Passed unanimously

Move to Return to Open Session:

Motion to approve: Mr. Mancini
 Second: Mrs. Scaturro

Roll Call: Ayes: All members answered Aye

Passed unanimously

Motion to Approve a Settlement and Addendum to a Contract between the Ocean County Library and the Ocean County Library Employees Association – Non-supervisory Librarians:

Second: Mrs. Scaturro
 Mrs. Hutler

Roll Call: Ayes: Mrs. Hutler, Mr. Mancini, Mrs. Peterson, Mrs. Scaturro, Mr. Baglio

Passed unanimously

Motion to Approve a Settlement and Addendum to a Contract between the Ocean County Library and the Ocean County Library Employees Association – Supervisory Librarians:

Second: Mr. Mancini
 Mrs. Hutler

Roll Call: Ayes: Mrs. Hutler, Mr. Mancini, Mrs. Peterson, Mrs. Scaturro, Mr. Baglio

Passed unanimously

Motion to Approve a Settlement and Addendum to a Contract between the Ocean County Library and the Ocean County Library Employees Association – Library Assistants:

Second: Mrs. Hutler
 Mrs. Peterson

Roll Call: Ayes: Mrs. Hutler, Mr. Mancini, Mrs. Peterson, Mrs. Scaturro, Mr. Baglio

Passed unanimously

Motion to Approve a Settlement and Addendum to a Contract between the Ocean County Library and the Office and Professional Employees International Union Local 32, AFL-CIO:

Second: Mrs. Scaturro
Mrs. Peterson

Roll Call: Ayes: Mrs. Hutler, Mr. Mancini, Mrs. Peterson, Mrs. Scaturro, Mr. Baglio

Passed unanimously

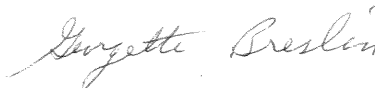
XIII. Move to adjourn: Mr. Mancini
Second: Mrs. Scaturro

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 4:32 p.m.

Respectfully submitted,



Georgette Breslin, Secretary
Ocean County Library Commission