

OCEAN COUNTY LIBRARY COMMISSION
MINUTES OF REGULAR MEETING
Tuesday, November 15, 2016

Attendees: Ocean County Library Commission
Bonnie R. Peterson, Vice Chair
Heather Barone
Henry J. Mancini
Christopher Mullins
Ruthanne Scaturro

Absent: Sal Baglio, Chairperson
Susan Hutler

Other Attendees: Franklin Berry, Jr., Library Counsel
Susan Quinn, Library Director
Sara Hansen, Assistant Library Director
Zarita Mattox, Chief Librarian, Toms River
Jeri Gunther, Chief Librarian, Operations
Joseph Cahill, Maintenance Supervisor
David Evans, Information Processing Manager
Timothy Mailley, Technology
Jennifer Doderer, Personnel Director
Jennifer Woodman, Budget Officer
Harry Applegate, Administration
Bob Vosseller, Public Relations

Presiding: Bonnie Peterson, Vice Chairperson

Mrs. Peterson read the Open Public Meetings Act at 4:00 p.m.

1. 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 22, 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 31, , 2015, advance written notice of this meeting was published in the *Asbury Park Press*;
3. On December 22, 2015, advance written notice of this meeting was filed with the Clerk of the County of Ocean;
4. On December 22, 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 22, 2015.

2. Roll Call and Announcements

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3. Approval of Minutes, Regular Rescheduled Meeting, October 18, 2016 (Copy on file, Library Administration Office)

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

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

Abstained: Mr. Mancini, Mrs. Peterson

Passed unanimously

4. Approval of Financial Statement, October, 2016 (Copy on file, Library Administration Office)

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

Roll Call: Ayes: Mrs. Barone, Mr. Mancini, Mr. Mullins,
Mrs. Scaturro, Mrs. Peterson

Passed unanimously

5. Personnel Actions (Copy on file, Library Administration Office)

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

Roll Call: Ayes: Mrs. Barone, Mr. Mancini, Mr. Mullins,
Mrs. Scaturro, Mrs. Peterson

Passed unanimously

6. Approval of Bill Certificate List #11 (Copy on file, Library Administration Office)

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

Roll Call: Ayes: Mrs. Barone, Mr. Mancini, Mr. Mullins,
Mrs. Scaturro, Mrs. Peterson

Passed unanimously

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

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

Roll Call: Ayes: Mrs. Barone, Mr. Mancini, Mr. Mullins,
Mrs. Scaturro, Mrs. Peterson

Passed unanimously

8. Director's Report

Ms. Quinn gave an update on the 2017 Library budget and noted it is currently a work in process pending further information. There will be an update at the December Commission Meeting.

Ms. Quinn invited the Commission to the following upcoming events:

- Grand opening of the Jackson Branch's Sparks's Lab on Saturday, November 19, 2016.
- Retirement celebration honoring Chief Librarian Zarita Mattox on Thursday, November 17, 2016, from 4 p.m. to 7 p.m.
- The 32nd Annual Staff In-Service on December 9, 2016 at the Holiday Inn in Manahawkin, from 9 a.m. to 12 p.m. This event will count towards the State requirements for the Commission's Continuing Education Requirements.

Ms. Quinn pointed out item B under New Business, the retirement of Chief Librarian, Toms River Zarita Mattox-Wright, Ph.D. after 14 years of service to Ocean County Library. Ms. Quinn noted Dr. Mattox-Wright's contributions to the library have been extensive and provided highlights of her library career and work with the community. Ms. Quinn ended by saying that we will miss her.

Mr. Mancini said it has been his pleasure to work with Dr. Mattox-Wright and wished her the best of luck in her retirement.

Mrs. Peterson joined in with her best wishes and is sure Dr. Mattox-Wright will continue with her involvement with community groups.

Dr. Mattox-Wright thanked the Commission for their support and for giving her the opportunity to serve as Chief Librarian noting it was a position that enabled her to use all of her skills and work experiences. Dr. Mattox-Wright said that she enjoyed her time at OCL and knows that OCL will continue to move forward. She thanked the Commission again.

9. Communications

10. New Business

Resolutions

- A. Authorize execution of a 2017 Intergovernmental Service Agreement with the County of Ocean for Vehicle Maintenance and Repair at a cost not to exceed \$110,000;
- B. Authorize a resolution honoring Zarita Mattox-Wright, Chief Librarian, Toms River Branch, who retires on December 1, 2016, after 14 years of service to the Ocean County Library;
- C. Authorize the transfer of \$10,000.00 from the Administrative Services Line Item in the General Library Account (209-290-0029) to the Supplies Line Item in the General Library Account (209-290-0029);
- D. Approve an amended Interdepartmental Agreement with the Ocean County Department of Juvenile Services from July 19, 2016, adding the amount of Seven Thousand Dollars (\$7,000.00), which increases the total amount to Fifteen Thousand Dollars (\$15,000.00) for FY 2016;
- E. Approve the renewal for 2017 membership in eLibraryNJ for January 1, 2017, through December 31, 2017, and subsequent payment of \$16,960.00;

- F. Authorize an Intergovernmental Agreement with the Ocean County Board of Chosen Freeholders, Ocean County Depart of Juvenile Services to provide a Delinquency Awareness and Prevention program at a cost not to exceed Eight Thousand Dollars (\$8,000.00), for a twelve month period to commence on January 1, 2017, and ending on December 31, 2017; or until all funds have been expended;

Bid Awards / Change Orders / Contracts

Approvals

- G. Approve the Friends of the Barnegat Branch to sell candy bars utilizing the Gertrude Hawk Candy Bar Program at the branch during the month of December 2016;
- H. Approve a one month extension of borrowing privileges to Burlington County Library cardholders pending renewal of the reciprocal borrowing agreement;

Donations

- I. Accept a donation of \$750.00 from the Friends of the Toms River Library for the Young Adult System Program, FanNation.

Bob Vosseller of Public Relations took pictures of Susan Quinn and Henry Mancini presenting the retirement resolution to Dr. Mattox-Wright.

Approval of Items "A" through "I":

Motion to approve: Mr. Mullins
 Second: Mr. Mancini

Roll Call: Ayes: Mrs. Barone, Mr. Mancini, Mr. Mullins,
 Mrs. Scaturro, Mrs. Peterson

Passed unanimously

11. Old Business

12. Public Comment

13. Closed Session for the purpose of discussing a legal matter.

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

Roll Call: Ayes: Mrs. Barone, Mr. Mancini, Mr. Mullins,
 Mrs. Scaturro, Mrs. Peterson

Passed unanimously

Motion to return to Open Session

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

Roll Call: Ayes: Mrs. Barone, Mr. Mancini, Mr. Mullins,
Mrs. Scaturro, Mrs. Peterson

Passed unanimously

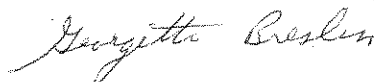
14. Motion to adjourn: Mrs. Scaturro
Second: Mr. Mancini

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 4:21 p.m.

Respectfully submitted,



Georgette Breslin, Secretary
Ocean County Library Commission