

OCEAN COUNTY LIBRARY COMMISSION
MINUTES OF REGULAR MEETING
Tuesday, October 17, 2017

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

Absent: Christopher Mullins

Other Attendees: Edward Feurey, Library Counsel
Susan Quinn, Library Director
Sara Siegler, Assistant Library Director
Rachael LaVoie-Dohn, Chief Librarian, Toms River
Rita Oakes, Chief Librarian, Branch Services
David Evans, Technology Supervisor
Tim Mailley, Assistant Technology Manager
Joe Cahill, Facilities Supervisor
Jennifer Doderer, Personnel Director
Deborah Blackwell, Training Coordinator
Jennifer Woodman, Budget Officer
Sherri Taliercio, Administration

Presiding: Susan Hutler, Chair

Mrs. Hutler 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 14, 2016, 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 16, 2016, advance written notice of this meeting was published in the *Asbury Park Press*;
 3. On December 14, 2016, advance written notice of this meeting was filed with the Clerk of the County of Ocean;
 4. On December 14, 2016, advance written notice of this meeting was mailed to all persons who, according to the records of the Ocean County Library Commission, paid for such notices on or after December 14, 2016.
2. Pledge of Allegiance
3. Roll Call and Announcements

4. Approval of Minutes, Regular Meeting, September 19, 2017 (Copy on file, Library Administration Office)

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

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

Abstained: Mrs. Scaturro

Passed unanimously

5. Approval of Financial Statement, September, 2017 (Copy on file, Library Administration Office)

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

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

Passed unanimously

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

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

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

Passed unanimously

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

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

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

Passed unanimously

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

Motion to approve: Mrs. Peterson

Second: Mr. Mancini

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

Passed unanimously

9. Director's Report

2018 Budget: The 2018 budget is progressing and ongoing.

Program Highlights: The Summer Reading programs were very successful. Youth Services had over 6,000 children participate in the program and the children read 84,501 books. 834 teens participated in the program and read 3,994 books. This year's adult summer reading program had 1,585 people participating and adults read 19,466 books. The Summer Reading Programs had an increase of 7% overall, with an increase of 50% for the adult summer reading program.

Dance into Autumn Program: This was a community partnership dance for adults with special challenges that was held in Mancini Hall on September 20, with over 100 adults attending and was coordinated by the Ocean County Library's Adults with Special Challenges workgroup. Ms. Quinn thanked Ms. Gunther, Ms. LaVoie-Dohn, and the staff on doing a terrific job for the event.

Restroom Renovation: It was noted that the Library is ready to approve the award of bid for the Toms River restroom renovations and this is on the agenda.

10. Communications

11. New Business

Resolutions

- A. Authorizing a resolution to donate obsolete electronic equipment no longer needed to the County of Ocean's recycling program;
- B. Authorizing a resolution to solicit formal public bids for metal shelving, for the Manchester and Point Pleasant Boro branches as well as other facilities;
- C. Authorizing a resolution to solicit formal public bids for construction renovations to the Manchester and Point Pleasant Boro branch buildings;
- D. Authorizing a resolution to participate in the State Health Benefits Plan for Financial Incentive Pilot Program for tiered-network medical plan (OMNIA or Aetna Liberty);
- E. Authorizing a resolution for the Ocean County Library to become a member of the Educational Service Commission of New Jersey (ESCNJ)'s cooperative pricing program and authorizing the Library Director to execute the agreement for a cooperative pricing system.
- F. Authorizing a resolution for the Library to apply for the National Friends of the Library Week award of up to the amount of \$250.00 from United for Libraries, a division of the American Library Association for celebrations during National Friends of the Library Week;

Bid Awards / Change Orders / Contracts

- G. Authorizing the Library Director to sign the purchase order amending the current agreement with Baker and Taylor to include the option for the use of Evidence Based Selection Software (ESP) at an additional cost of \$15,300.00 per year for the remaining two (2) years of the Contract with Baker and Taylor, which will increase the yearly amount to be paid to Baker and Taylor from \$30,600.00 to \$45,900.00 per year;
- H. Approving Award of Bid for the Toms River Branch's Restroom Renovations to Ascend Construction Management of Ocean, NJ, the lowest qualified bidder in the amount of \$378,000.00;

Approvals

- I. Approving the Beachwood Friends of the Library to enter the Beachwood Branch at 12:00 p.m. before normal library hours on Friday, November 17, 2017, to set-up for their Jewelry and Holiday Ornament sale;
- J. Approving the Berkeley Branch to place a collection bin at the Branch from Wednesday, November 1, 2017, to Friday, November 17, 2017, to collect food for Thanksgiving in partnership with the St. Barnabas Food Pantry;
- K. Approving the Ocean County Sheriff's Office to place a collection bin at various library locations from November 1, 2017 through December 20, 2017, for their annual toy drive;
- L. Approving the Library to partner with various local charitable and community based organizations to collect items to benefit Ocean County residents in need from Wednesday, November 1, 2017 through Wednesday, January 31, 2018;
- M. Approving the use of the Jackson Branch as a mustering location for the Goddard School during the 2017-2018 school year in the event of an emergency during normal Branch hours;
- N. Approving the use of the Long Beach Island Branch as a mustering location for the Ethel Jacobsen School during the 2017-2018 school year in the event of an emergency during normal Branch hours;
- O. Approving the request of Tuckerton Branch Manager Toni Smirniw to participate as a mentor in the Senior Project Program overseen by the Pinelands Regional School District;
- P. Approving an Institutional Library Card for Ocean Academy;

Donations

- Q. Accepting a donation of \$1,147.50 from the Wintrode Family Foundation for the purchase of books;
- R. Accepting a donation of \$1,624.97 from the Jackson Friends of the Library for the purchase of furniture that was previously approved.

Ms. Quinn pointed out item "K" to state that the Sherriff's toy drive is an annual event.

Approval of Items "A" through "R":

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

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

Passed unanimously

12. Old Business

13. Public Comment

Mrs. Hutler thanked Mr. Mullins for his efforts on getting the Library to become a member of the Educational Services Commission's cooperative pricing program.

Mrs. Scaturro attended the Senior Opiate Awareness program at the Brick Branch on October 16. She stated that the branch was doing a great job reorganizing the shelves and looks fantastic. She also saw the new laptop lending kiosk that was recently installed.

14. Closed Session: None needed.

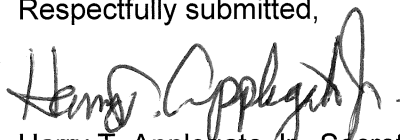
15. Move to adjourn: Mr. Mancini
Second: Mrs. Peterson

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 4:08 p.m.

Respectfully submitted,



Harry T. Applegate Jr., Secretary
Ocean County Library Commission