

# OCEAN COUNTY LIBRARY COMMISSION

Tuesday, January 15, 2019

## AGENDA

1. Open Public Meetings Act
2. Roll Call and Announcements
3. Introduction of
  - A. 2018 Librarian of the Year Colleen Gunther, Librarian 2, Toms River MakerSpace Librarian;
  - B. 2018 Support Staff Person of the Year, Teresa Hess, Supervising Library Assistant, Toms River Circulation;
  - C. 2018 Director's Award for Excellence Jeri Gunther, Chief Librarian, Administration.
4. Approval of Minutes, Regular Meeting, December 11, 2018
5. Approval of Financial Statement, December 2018
6. Personnel Actions
7. Action on Bill List #13 and #1
8. Ratification of Salary Expenditures
9. Director's Report
10. Communications
11. New Business

### **Resolutions**

- A. Honoring Suzanne Maley, Librarian 3, Toms River Youth Services, as she retires on February 1, 2019, after twenty-seven (27) years of dedicated service to the Ocean County Library;
- B. Honoring Victoria Chidume, Senior Library Assistant, Lakewood, as she retires on February 1, 2019, after fourteen (14) years of dedicated service to the Ocean County Library;
- C. Authorizing the Library Buyer to purchase materials, supplies and equipment for the Ocean County Library through State Contracts and pursuant to the Local Public Contracts Law and all New Jersey State Laws; and authorize the Facilities Manager to purchase materials, supplies and equipment in the absence of the Library Buyer; and authorize the following Library titles (Library Director; Assistant Library Director, and Chief Librarian) to sign orders for the payment of goods and services relating to the Library;

- D. Authorizing the expenditure of the State Per Capita Aid account in the amount of \$251,838.00 for salaries in the 3rd pay period of 2019;
- E. Ratifying the actions of the Personnel Director in authorizing the Ocean County Library to participate in the vision care plan provided by the County of Ocean for County employees in 2019;
- F. Authorizing transfer of \$350,000.00 from the General Library Account (209-290-0029) to the Building Improvement Fund (209-290-0045) to support the future purchase of a book sorter;
- G. Authorizing soliciting formal public bids for Landscaping and Snow Removal Services for Region II (Brick, Point Pleasant Beach, Point Pleasant Boro, and Upper Shores branches);

### **Bid Awards / Change Orders / Contracts**

- H. Approving year two (2) of a two (2) year contract agreement with Preferred Behavioral Health Consulting Group, Inc. for Employee Assistance Program (EAP) beginning March 1, 2019, through February 29, 2020, at a cost of \$3.50 per employee per month at a total cost not to exceed \$24,360.00;

### **Approvals**

- I. Approving the Library Director to submit the New Jersey State Library Annual Report with the permission of the Library Commission Chairperson by the March 15, 2019 deadline;
- J. Approving the Waretown Branch to hold the annual NJ Stages Festival offsite at the Frederic A. Priff School on Tuesday, March 26, 2019;
- K. Approving the provision of gently used children's books no longer needed by the library to the Ocean County Health Department (OCHD) for their new Maternal Support Room at their Lakewood location at 1771 Madison Avenue;
- L. Approving the Library to form a collaborative partnership with O.C.E.A.N., Inc. on their grant application which focuses on literacy;
- M. Approving the Library to support and partner with the Toms River Regional School District in the school's grant application to the National Endowment for the Arts (NEA) Big Read grant for 2019-2020;

### **Donations**

- N. Accepting a donation of \$200.00 from the Hecht Family Foundation;
- O. Accepting a donation of \$5,000.00 from the Friends of the Brick Library for equipment and furniture/fixtures at the Brick Branch;
- P. Accepting a donation of \$2,000.00 from the Friends of the Point Pleasant Borough Library to be split \$700.00 for adult programs, \$650.00 for young adult programs, and \$650.00 for children's programs at the Point Pleasant Boro Branch.
- Q. Accepting a donation of \$200.00 from Lois Patterson on behalf of Ocean County Genealogical Society for Toms River Information Services to use at its discretion.

12. Old Business

13. Public Comment

14. Closed Session for the purpose of contractual negotiations and personnel matters.

15. Adjourn