

OCEAN COUNTY LIBRARY COMMISSION

Tuesday, December 17, 2019

AGENDA

1. Open Public Meetings Act
2. Pledge of Allegiance
3. Roll Call and Announcements
4. Approval of Minutes, Regular Meeting, November 19, 2019
5. Approval of Financial Statement, November, 2019
6. Personnel Actions
7. Action on Bill List # 12
8. Ratification of Salary Expenditures
9. Director's Report
10. Communications
11. New Business

Resolutions

- A. Honoring Barbara Boyd, Clerk 2, Switchboard, as she retires on January 1, 2020, after ten (10) years of dedicated service to the Ocean County Library;
- B. Honoring Claire Dyuran, Senior Library Assistant, Lakewood Circulation as she retires on January 1, 2020, after twenty (20) years of dedicated service to the Ocean County Library;
- C. Honoring Carmen Keller, Senior Library Assistant, Collections as she retires on January 1, 2020, after thirty (30) years of dedicated service to the Ocean County Library;
- D. Authorizing the 2020 Temporary Operating Budget;
- E. Approving the 2020 Annual Budget;
- F. Approving the Library's pension liability with the County of Ocean in the amount of \$1,952,691.00;
- G. Closing out the Reserve Account for encumbrances against the 2018 Budget in the amount of \$307,607.67 by a transfer from (209-290-0028) to the General Library Account (209-290-0029);
- H. Establishing the Reserve Account for encumbrances against the 2019 Budget in the amount of \$3,066,298.00 by a transfer from the General Library Account (209-290-0029) to the Reserve Account (209-290-0028);

- I. Resolutions for Transfers:
 - 1. Authorizing transfer of \$10,000.00 from the General Library Account (209-290-0029) to the Sick Pay at Retirement Account (209-290-0049);
 - 2. Authorizing transfer of \$102,272.00 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. Authorizing transfer of \$176,612.00 from the Technology line item in the General Library Account (209-290-0029) to the Automation Account (209-290-0030) to support the completion of unfinished 2019 projects, such as security camera installations, storage additions, branch cablings, Early Literacy Stations, and a new financial application;
 - 4. Authorizing transfer of \$50,000.00 from the Equipment line item (209-290-0029) to the Building Improvement Fund (209-290-0045) to support the future purchase of a book sorter;
- J. Approving the establishment of petty cash funds for 2020 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);
- K. Authorizing transfer of \$23,397.00 from the Library Grant Account (209-290-0140) to the Library General Account (209-290-0029) to reimburse the Salary Line Item for the 2018/2019 Career Connection grant-related work;

Bid Awards / Change Orders / Contracts

- L. Authorizing 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;
- M. Approving the renewal of the Hoopla Services Agreement with Midwest Tape for a twelve (12) month period beginning on December 21, 2019, for an amount not to exceed \$170,000 to be applied to future purchases;

Approvals

- N. Establishing Library Commission January Reorganization and Regular meeting dates for 2020;
- O. Approving the 2020 Ocean County Library Holiday schedule;
- P. Approving update to the General Policy Manual, *A.7.2 Camera Surveillance*;
- Q. Approving the 2020 Library Fund Accounts, Line Item Categories and Cost Centers;
- R. Approving the Little Egg Harbor Branch to have storyteller Michele Wilson's program off-site at the George J. Mitchell Elementary School on Wednesday, February 5, 2020;

Donations

- S. Accepting a donation of \$250.00 from Chamberlain, Hrdlicka, White, & Aughtry, P.C. for the Bay Head Reading Center in memory of Betsy Pearce to use at its discretion;
- T. Accepting a donation of \$250.00 from Joseph Gatto for the Bay Head Reading Center in memory of Betsy Pearce to use at its discretion;
- U. Accepting a donation of \$200.00 from Cynthia Tafaro for the Bay Head Reading Center in memory of Betsy Pearce to use at its discretion;
- V. Accepting a donation of \$2,000.00 from the Friends of the Point Pleasant Boro Library to be split by \$700.00 for Adult programs, \$650.00 for Young Adult programs, and \$650.00 for Juvenile programs;
- W. Accepting a donation of \$200.00 from The Friends of the Ocean County Library – Toms River in support of the FanNation Event.

12. Old Business

13. Public Comment

14. Closed Session for the purpose of an update by Library Legal Counsel on a policy matter.

15. Adjourn