

OCEAN COUNTY LIBRARY COMMISSION
MINUTES OF REGULAR MEETING
Tuesday, February 19, 2019

Attendees: Ocean County Library Commission
Susan L. Hutler, Chair
Sal Baglio
Heather Barone
Bonnie R. Peterson

Arrived after the start of the meeting:
Christopher Mullins

Absent: Ruthanne Scaturro, Vice Chair
Henry J. Mancini

Other Attendees: Edward Feurey, Library Counsel
Susan Quinn, Library Director
Sara Siegler, Assistant Library Director
Jennifer Doderer, Personnel Director
Deborah Blackwell, Training Coordinator
Joe Cahill, Facilities Manager
Michael Erickson, Assistant Facilities Manager
Jeri Gunther, Chief Librarian, Administration
Rachael LaVoie-Dohn, Chief Librarian, Toms River
Tim Mailley, Assistant Technology Manager
Rita Oakes, Chief Librarian, Branch Services
Kate Sanchez, Librarian 4, Public Relations
Sherri Taliercio, Administrative Clerk, Administration
Susan Busardo, Principal Library Assistant, Berkeley
David Curtis, Librarian 3, Technology
Judy Macaluso, Librarian 4, Branch Services
Richard Potter, Librarian 2, Lakewood

Presiding: Susan L. 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 12, 2018, 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 14, 2018, advance written notice of this meeting was published in the *Asbury Park Press*;

3. On December 14, 2018, advance written notice of this meeting was published in *The Press of Atlantic City*;
4. On December 12, 2018, advance written notice of this meeting was filed with the Clerk of the County of Ocean;
5. On December 12, 2018, 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 12, 2018.

2. Pledge of Allegiance

3. Roll Call and Announcements

A motion was made to move Items "A" through "E" in New Business to present retirement resolutions:

Mrs. Barone
 Second: Mrs. Peterson

Roll Call: Ayes: Mr. Baglio (Abstained from Item "C"), Mrs. Barone,
 Mrs. Peterson, Mrs. Hutler

Ms. Busardo, Mr. Curtis and Mr. Potter were presented their retirement resolutions by Library Commission Chair Mrs. Hutler and Library Director Ms. Quinn. Ms. Quinn stated that Ms. Baeli and Ms. Irwin were not able to attend and will receive their resolutions at a later time.

Mr. Baglio had his picture taken with Mr. Curtis and thanked him for his service to the library.

Mr. Mullins arrived during the resolution presentations.

4. Approval of Minutes, Reorganization Meeting, January 15, 2019 (Copy on file, Library Administration Office)

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

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

Passed unanimously

5. Approval of Minutes, Regular Meeting, January 15, 2019 (Copy on file, Library Administration Office)

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

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

Passed unanimously

6. Approval of Financial Statement, January, 2019 (Copy on file, Library Administration Office)

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

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

Passed unanimously

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

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

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

Passed unanimously

8. Approval of Bill Certificate List # 2 (Copy on file, Library Administration Office)

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

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

Passed unanimously

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

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

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

Passed unanimously

10. Director's Report

Black History Month Programs: Programs have been going on throughout the System and have all been outstanding. Ms. Quinn attended the Aretha Franklin and civil rights program at the Upper Shores Branch which was excellent; the program would be repeated Saturday at the Barnegat Branch. Ms. Quinn noted there would also be an NAACP Black History Month Program on Saturday at the Toms River Branch

Colm Keegan: On Friday, March 8, 2019, Colm Keegan will be at the Toms River Branch for a concert at 6:30 p.m. Before the concert he will have a free program for the public on

the Irish Language. Ms. Quinn noted that the Ocean County St. Patrick's Day parade is the following Saturday, March 9, 2019, in Seaside Heights.

New Jersey Connect: Ocean County Library will have a new contract with Verizon through the NJ State Library that will save about \$160,000.00 a year.

Self-Check out Kiosks: Are in the process of being installed during the first and second quarter of 2019. This is one of the big projects for this year.

Joint Youth Services and Young Adult Workgroup: The library's Youth Services and Young Adult Services departments are working on outreach to the homeschooler community and are having a fair on May 17, 2019, at the Toms River Branch.

3rd Annual Autism Resources Fair: The 3rd Annual Autism Resources Fair, sponsored by the Ocean County Library and the Ocean County Library Foundation, will be held at the Toms River Branch on Sunday, April 7, 2019, from 12:00 p.m. to 5:00 p.m. Forty-Five (45) organizations are expected to attend. Christine Matus, Esq. will be the keynote speaker. Keven Spencer will be the main entertainment and this program is provided through a partnership with Ocean County College. Ms. Quinn thanked Ocean County College for collaborating on the Fair and noted that between the Library and the College there were many programs on topics related to autism for the community. Temple Grandin will be at the College for two (2) shows, her first one sold out. Ms. Quinn thanked Wendi Smolowitz, Chair of the library's Autism Resources Fair committee for being the driving force behind the Fair, along with the other committee members. She also thanked Ms. LaVoie-Dohn and the Cultural Awareness Team for their assistance with the Fair.

Freeholder John C. Bartlett, Jr. Donation: Freeholder Bartlett, New Jersey's longest serving Freeholder passed away on December 12, 2018, and his wife, Mrs. Bartlett, has donated 100 of the books that he read about World War I leading up to the 100th Anniversary of the end of World War I on November 11, 2018 to the library. The collection will be kept in the Wheeler Room at the Toms River Branch. This item is listed under donations on the Agenda as Item "Z".

11. Communications

12. New Business

Resolutions

- A. Honoring Alvena Baeli, Library Page, Toms River Circulation, as she retires on March 1, 2019, after twenty (20) years of dedicated service to the Ocean County Library;
- B. Honoring Susan Busardo, Principal Library Assistant, Berkeley, as she retires on March 1, 2019, after twenty-eight (28) years of dedicated service to the Ocean County Library;
- C. Honoring David Curtis, Librarian 3, Technology as he retires on March 1, 2019, after over thirty (30) years of dedicated service to the Ocean County Library;
- D. Honoring Irene Nakamura-Irwin, Senior Library Assistant, Waretown as she retires on March 1, 2019, after fourteen (14) years of dedicated service to the Ocean County Library;

- E. Honoring Richard Potter, Librarian 2, Lakewood, as he retires on March 1, 2019, after twenty-eight (28) years of dedicated service to the Ocean County Library;
- F. Authorizing execution of an agreement with the County of Ocean for full, equal member participation in the County's Self-insured and Excess Liability Programs to include \$16,321.00 for the Self-Insured General Liability Program, \$25,590.73 shall be paid and will be credited as one year premium payment towards the Excess General Liability Program; \$95.00 per vehicle and \$188.00 per vehicle for principal damage coverage, a per occurrence deductible of \$500.00 is applicable. An amount of \$863.00 shall be paid and shall be credited as a one year premium payment for Excess Automobile Liability Program; \$42,440.90 for the Property Insurance Premium (building and contents) and an additional \$783.00 for the Fine Arts Floater. Excess Policy deductibles for these coverages are \$100,000.00 for most perils for the period of April 1, 2019 through March 31, 2020;
- G. Authorizing the Library to submit an application to the New Jersey State Library's annual Best Practices in Early Literacy Award for Cassie Runkel-Meyer, Librarian 2, Stafford Branch's *Ready, Set, Read* program. The award provides a \$1,000.00 honorarium, with the winning libraries to be honored at the State Librarian's Breakfast at the 2019 NJLA Conference;
- H. Authorizing the Rate Stabilization Fund line item at \$408,384 in the 2019 Annual Budget;
- I. Authorizing the Library to accept a grant in the amount of \$4,000.00 from the KearnyBank Foundation for the Lacey Branch for programming at the Branch;
- J. Authorizing the soliciting of public bids for Library Collection Services (debt collection);
- K. Authorizing the soliciting of public bids for steel library shelving at various branches;

Bid Awards / Change Orders / Contracts

- L. Authorizing the purchase of Communico Engage as the new mobile application for the Library under State Contract: 89851 from SHI International Corp for two (2) years at a total amount of \$48,719.00;
- M. Authorizing a new agreement with Verizon starting July 2019 through the New Jersey State Library's Jersey Connect program;
- N. Authorizing Award of Bid for Lawn Maintenance and Snow Removal Services for the period of April 1, 2019, through March 31, 2020, as follows:
Region II (Brick, Point Pleasant Beach, Point Pleasant Borough, Upper Shores) to Clean Cut Lawn Care at a yearly cost of \$16,125.00.

Approvals

- O. Ratifying the actions of administration approving the Library to form a collaborative partnership with the Girl Scouts of the Jersey Shore for the Girls Are Great, summer literacy program;
- P. Approving the Library Director and Chairperson of the Ocean County Library Commission to sign and submit the 2018 Public Library Data Service (PLDS) by the deadline of March 31, 2019;

- Q. Approving setting a suggested donation for 2019 National Library Week T-Shirts, both men's and women's between \$5.00 and \$10.00 for small, medium, large, and extra-large sizes, and between \$5.00 to \$15.00 for XXL and 3XL sizes;
- R. Approving setting a suggested donation for 2019 National Library Week "Hoodies", both men's and women's between \$15.00 and \$20.00 for small, medium, large, and extra-large sizes, and between \$20.00 and \$25.00 for XXL and 3XL sizes;
- S. Approving the Brick Branch to have a collection bin in the Branch from Wednesday, February 20, 2019, through Thursday, April 4, 2019, to collect supplies for the Jersey Shore Animal Shelter as part of an Eagle Scout community project;
- T. Approving the Jackson Branch to have a collection bin the Branch during the month of March 2019 to collect items needed for shelter animals for the Volunteer Auxiliary for Animal Shelters, Inc.;
- U. Approving the Stafford Branch and the Stafford Teen Advisory Board (TAB) to partner with the Hunger Foundation of Southern Ocean for an Earth Day teen volunteer program on Tuesday, April 23, 2019, and to hold the program offsite at the Manahawkin Lake Garden;
- V. Approving the Toms River Police Foundation's Jingle Bell Run 2019 event to use Mancini Hall the weekend of Saturday, November 30, 2019, after-hours until approximately 5:30 p.m. and Sunday, December 1, 2019, after-hours from 12:30 p.m. until approximately 5:30 p.m.;
- W. Approving the 2019 Ocean County Library after-hours events (various branches);
- X. Ratifying the actions of administration in approving the Ocean County Library Foundation's after-hour event on March 8, 2019 from 6:00 p.m. to 10:00 p.m. in Mancini Hall at the Toms River Branch with a donation of \$15.00 per ticket for the *History of Ireland through Music / I'll Never Walk Alone* concert featuring Colm Keegan former principal singer of Celtic Thunder. This program is sponsored in part through an OceanFirst Foundation Arts & Cultural Grant as part of the Neighbor's Connecting series of programs;
- Y. Approving an update to the Ocean County Library's Personnel Policy, *Section 4.1 Leaves with Pay Policy: Sick Leave* to comply with the State of New Jersey's Earned Sick Leave Law enacted on October 28, 2018;

Donations

- Z. Accepting the donation of Freeholder John C. Bartlett Jr.'s World War I book collection for the Ocean County Library Toms River Branch's Hugh B. Wheeler New Jersey History Room from Mrs. John C. Bartlett, Jr.;
- AA. Accepting a donation of \$500.00 from Anthony Horan for the Rose T. Horan Silent Reading Tower;
- BB. Accepting a donation of \$200.00 from Chung Hee Lee for the adult programming at the Stafford Branch;
- CC. Accepting a donation of \$200.00 from Emilie Gay to be used at the discretion of the Lakewood Branch;
- DD. Accepting a donation of \$600.00 from the Friends of the Island Library for the children's programming at the Long Beach Island Branch;

EE. Accepting a donation of \$775.32 from the Friends of the Waretown Branch to be used at the discretion of the Waretown Branch;

FF. Accepting evening gowns from Nicole's Boutique in Brick for the Ocean County Library's Prom Dress Drive, estimated whole sale cost is \$10,240.00.

Approval of Items "F" through "FF":

Motion to approve: Mrs. Barone

Second: Mr. Baglio

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

Passed unanimously

13. Old Business

Mrs. Hutler noted that Ms. Gunther was present at the meeting and congratulated her on the 2018 Director's Award for Excellence and her work on the Education Initiative.

14. Public Comment

15. Closed Session for the purpose of contractual negotiations related to parking.

Motion to approve: Mrs. Barone

Second: Mr. Baglio

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

Passed unanimously

Motion to return to Open Session:

Mrs. Barone

Second: Mr. Baglio

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

Passed unanimously

16. Move to adjourn: Mr. Baglio
Second: Mrs. Barone

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 4:40 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Harry T. Applegate Jr.", written in a cursive style.

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