

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

- Attendees: Ocean County Library Commission
Susan L. Hutler, Chair
Henry J. Mancini
Christopher Mullins
Bonnie R. Peterson
- Absent: Ruthanne Scaturro, Vice Chair
Sal Baglio
Heather Barone
- 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
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
Stephanie Smith, Clerk 2, Training
- 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
4. Approval of Minutes, Regular Meeting, February 19, 2019 (Copy on file, Library Administration Office)

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

Roll Call: Ayes: Mr. Mullins, Mrs. Peterson, Mrs. Hutler
Abstain: Mr. Mancini

Passed unanimously

5. Approval of Financial Statement, February, 2019 (Copy on file, Library Administration Office)

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

Roll Call: Ayes: Mr. Mancini, Mr. Mullins, Mrs. Peterson, Mrs. Hutler

Passed unanimously

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

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

Roll Call: Ayes: Mr. Mancini, Mr. Mullins, Mrs. Peterson, Mrs. Hutler

Passed unanimously

7. Approval of Bill Certificate List # 3 (Copy on file, Library Administration Office)

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

Roll Call: Ayes: Mr. Mancini, Mr. Mullins, Mrs. Peterson, Mrs. Hutler

Passed unanimously

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

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

Roll Call: Ayes: Mr. Mancini, Mr. Mullins, Mrs. Peterson, Mrs. Hutler

Passed unanimously

9. Director's Report

Ocean County Library Education Initiative: Ms. Quinn stated that staff are working hard on the Education Initiative. Last year new library card registrations were up 7.5%. Outreach is being conducted at schools and an overall good job.

The "Reflections of Ocean County Library" Brian Hanlon sculpture is being moved from the atrium to make room for the 3rd Annual Autism Resources Fair and the Water Ways traveling exhibit that will be coming this summer.

2019 James J. Mancini Memorial Author Program: Ms. Quinn thanked Gigi Hayes, Librarian 4, Adult Services Coordinator for securing bestselling author, Alice Hoffman for the 2019 James J. Mancini Memorial Author program. The event will be on Saturday, September 14, 2019, in the evening in the James J. Mancini Hall of the Toms River Branch.

10. Communications

11. New Business

Resolutions

- A. Honoring Margaret Bench, Library Page, Toms River Circulation, as she retires on April 1, 2019, after eleven (11) years of dedicated service to the Ocean County Library;
- B. Honoring Linda Brehme, Senior Library Assistant, Toms River Circulation, as she retires on April 1, 2019, after eighteen (18) years of dedicated service to the Ocean County Library;
- C. Authorizing the transfer from Library Future Fund to reimburse Salaries and Wages Line Item in the General Library Account for the Vogrin-Bell Scholarship payouts;
- D. Authorizing Request for Qualifications for professional services from interior design firms, or individuals who specialize in interior design and consulting services, for the calendar year 2019;
- E. Authorizing Request for Qualifications for professional services from firms or individuals who specialize in strategic planning consulting services;

Bid Awards / Change Orders / Contracts

- F. Authorizing an agreement with Verizon to enter into the State of New Jersey Data Communications Network Services Agreement (Contract #T1776) which includes Long Distance circuits;
- G. Ratifying the actions of administration authorizing a Contract with Creditcall/NMI and managed by Unattended Card Payments, Inc. (UCP) to set up merchant accounts with Wells Fargo for Self-Checkout kiosks at an annual cost of \$252.00 per terminal for forty (40) terminals and set up charges of \$285.00 per merchant ID;
- H. Ratifying the actions of administration authorizing a contract addendum with Innovative Interfaces, Inc. for a Polaris 3rd party eCommerce license at a total of \$300.00. This agreement facilitates electronic payments from Polaris to Envisionware;

Approvals

- I. Approving the 2019 James J. Mancini Memorial Author Program featuring New York Times bestselling author Alice Hoffman to be held after-hours on Saturday, September 14, 2019, at 6:00 p.m. in James J. Mancini Hall at the Toms River Branch;
- J. Approving the Long Beach Island Branch to partner with the Long Beach Township PBA and the Long Beach Township Parks and Recreation Departments for an Easter Egg Hunt off-site program at Bayview Park on Saturday, April 13, 2019;
- K. Approving the Plumsted Branch to have collection bin in the Branch during the month of April 2019 to collect pet supplies for the Ocean County Animal Shelter's Volunteer Auxiliary;

Donations

- L. Accepting a donation of \$250.00 from Texas Capital Bank in Memory of Ida Amelia Hammell Ozol for young adult programming and program supplies at the Upper Shores Branch;
- M. Accepting a donation of \$400.00 from the Friends of the Ocean County Library – Toms River to be spent on art supplies from Dick Blick for the Toms River Branch;
- N. Accepting in-kind donation such as snacks, desserts, and beverages from Wawa for patrons attending the Student Film Festival on Saturday, April 27, 2019;
- O. Accepting in-kind ticket donations from AMC theatres to be awarded to Student Film Festival winners;

Approval of Items "A" through "O":

Motion to approve: Mrs. Peterson

Second: Mr. Mullins

Roll Call: Ayes: Mr. Mancini, Mr. Mullins, Mrs. Peterson, Mrs. Hutler

Passed unanimously

12. Old Business

13. Public Comment

Mrs. Hutler stated that she recently attended an Author Luncheon in Florida and the group had an auction for an attendee to have their name in the author's the next book. The winning bid was \$2,000.00.

Ms. Siegler announced that at this year's Salute to Ocean County, an event that celebrates arts and heritage, the Ocean County Cultural and Heritage Commission will be honoring Library Director Emeritus Elaine H. McConnell as the recipient of the 2019 John C. Bartlett, Jr. Government Leadership Award. The celebration will be on Thursday, April 11, 2019, at the Grunin Center for the Arts at Ocean County College starting at 6:30 p.m.

14. Closed Session for the purpose of Legal Counsel review of contract negotiations related to parking; review of addendum to the personnel resolution related to collective bargaining agreements; review of organization chart (general).

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

Roll Call: Ayes: Mr. Mancini, Mr. Mullins, Mrs. Peterson, Mrs. Hutler

Passed unanimously

Motion to return to Open Session:
Mr. Mancini
Second: Mrs. Peterson

Roll Call: Ayes: Mr. Mancini, Mr. Mullins, Mrs. Peterson, Mrs. Hutler

Passed unanimously

1) Motion to continue to have legal counsel work with the Toms River Parking Authority:

Mr. Mancini
Second: Mrs. Peterson

Roll Call: Ayes: Mr. Mancini, Mr. Mullins, Mrs. Peterson, Mrs. Hutler

Passed unanimously

7) Motion to approve the Personnel Resolution Addendum for the annual raise for the Library Director is increased by 2% plus a \$500.00 stipend, effective April 1, 2019:

Mr. Mancini
 Second: Mr. Mullins

Roll Call: Ayes: Mr. Mancini, Mr. Mullins, Mrs. Peterson, Mrs. Hutler

Passed unanimously

8) Motion to approve the update to the Ocean County Library's Organizational Chart:

Mr. Mullins
 Second: Mr. Mancini

Roll Call: Ayes: Mr. Mancini, Mr. Mullins, Mrs. Peterson, Mrs. Hutler

Passed unanimously

9) Motion to approve the Personnel Resolution Addendum for annual raises for each of the five (5) unions; OCLEA full-time Library Assistants and Support Staff, OCLEA part-time Library Assistants and Support Staff, OCLEA Non-Supervisory Librarians, OCLEA Supervisory Librarians, and OPEIU Librarian 4's in accordance with the collective bargaining agreements:

Mr. Mullins
 Second: Mrs. Peterson

Roll Call: Ayes: Mr. Mancini, Mr. Mullins, Mrs. Peterson, Mrs. Hutler

Passed unanimously

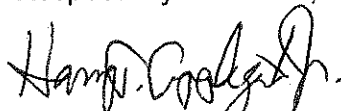
15. Move to adjourn: Mrs. Peterson
 Second: Mr. Mullins

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 4:45 p.m.

Respectfully submitted,



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