

OCEAN COUNTY LIBRARY COMMISSION  
 MINUTES OF REGULAR MEETING  
 Tuesday, September 24, 2019  
 Rescheduled from September 17, 2019

Attendees: Ocean County Library Commission  
 Ruthanne Scaturro, Vice Chair  
 Sal Baglio  
 Christopher J. Mullins  
 Bonnie R. Peterson

Absent: Susan L. Hutler, 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  
 Barry DePaul, Assistant Facilities Manager  
 Dave Evans, Technology Manager  
 Jeri Gunther, Chief Librarian, Administration  
 Rachael LaVoie-Dohn, Chief Librarian, Toms River  
 Tim Mailley, Assistant Technology Manager  
 Judy Macaluso, Librarian 4, Branch Services  
 Kate Sanchez, Librarian 4, Public Relations  
 Dennis Satterthwaite, Senior Maintenance Repairer, Facilities  
 Sherri Taliercio, Library Associate, Public Relations  
 Kelly Nichols, Administrative Clerk, Administration

Presiding: Ruthanne Scaturro, Vice Chair

Mrs. Scaturro 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 September 18, 2019, 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 September 21, 2019, advance written notice of this meeting was published in the *Asbury Park Press*;
  3. On September 21, 2019, advance written notice of this meeting was published in *The Press of Atlantic City*;
  4. On September 18, 2019, advance written notice of this meeting was filed with the Clerk of the County of Ocean;

5. On September 18, 2019, 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 September 18, 2019.

2. Pledge of Allegiance

3. Roll Call and Announcements

A motion was made to move Item "A" in New Business to present Dennis Satterthwaite with his retirement resolution: Mr. Mullins

Second: Mr. Baglio

Roll Call: All members answered Aye

Pass unanimously

4. Presentation by Ocean County Library Public Relations Department on Library Card Signup Month (with Video)

Ms. Sanchez and Ms. Taliercio presented a video on Library Card Sign-up Month using Library customers.

5. Approval of Minutes, Rescheduled Regular Meeting, August 27, 2019 (Copy on file, Library Administration Office)

Motion to approve: Mr. Baglio

Second: Mrs. Peterson

Roll Call: Ayes: Mr. Baglio, Mrs. Peterson, Mrs. Scaturro

Abstain: Mr. Mullins

Passed unanimously

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

Motion to approve: Mr. Baglio

Second: Mrs. Peterson

Roll Call: Ayes: Mr. Baglio, Mr. Mullins, Mrs. Peterson, Mrs. Scaturro

Passed unanimously

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

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

Roll Call: Ayes: Mr. Baglio, Mr. Mullins, Mrs. Peterson, Mrs. Scaturro

Passed unanimously

## 8. Approval of Bill Certificate List # 9 (Copy on file, Library Administration Office)

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

Roll Call: Ayes: Mr. Baglio, Mr. Mullins, Mrs. Peterson, Mrs. Scaturro

Passed unanimously

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

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

Roll Call: Ayes: Mr. Baglio, Mr. Mullins, Mrs. Peterson, Mrs. Scaturro

Passed unanimously

## 10. Director's Report

Ms. Quinn reported that the Library has received an E-rate reimbursement in the amount of \$155,338.27. She thanked Mr. Evans and Mr. Mailley.

Draft 2020 Capital Budget/NJ Construction Bond Act: Ms. Quinn stated that this project coincides with the NJ Library Construction Bond Act. The Rules on applying for funds should be posted around October 1. The funds would have to be matched dollar for dollar. The closing date for applications would be 90 days after opening.

Ms. Quinn had a copy of the draft 2020 Capital Budget request in the Library Commissioners' folders. She stated that this item was up for discussion by the Library Commission. The Library has a current 2015-2020 Facilities Plan. This request includes a new building for the Stafford Branch, which was built in 1967. The new branch would be located at the Southern Ocean County Resource Center. The Stafford Branch is currently experiencing facilities issues including water infiltration in the basement. The Lakewood Branch is currently undersized for the population, and would be expanded. The current estimated 2018 Lakewood Township population is 104,157 people, and Stafford Township is at 27,542.

The new Stafford Branch would be 25,000 square feet and cost approximately \$10 Million to complete. The Lakewood Branch would be expanded on the same property adding a two-story addition of 5,000 square feet per floor, adding an additional 10,000 square feet to the branch.

The third Capital project would be the construction of a warehouse building that would consolidate the Library's Facilities maintenance operations and any library departments involved with transportation, shipping and delivery operations. This project would cost \$2.5 Million.

The 2020 Capital Budget also carries over the multi-year projects in the 2019 Capital Plan.

The Library Commission discussed the draft 2020 Capital Budget request.

Ms. Quinn stated that the Lakewood Branch is currently the only branch in the system where wired computer use is more than Wi-Fi use, and the expansion could increase the size of the children's department.

The funds that are spent on projects before the approval of NJ Construction Bond Act funds are not reimbursable.

At this time a motion was made by Mr. Baglio to add an additional item to the Agenda under New Business, Item "N", "Approving the submission of a preliminary 2020 Capital Budget request to the County of Ocean as authorized by the Library Commission Vice Chair"

Second: Mrs. Peterson

Roll Call: Ayes: Mr. Baglio, Mr. Mullins, Mrs. Peterson, Mrs. Scaturro

Passed unanimously

## 11. Communications

## 12. New Business

### **Resolutions**

- A. Honoring Dennis Satterthwaite, Senior Maintenance Repairer, Facilities as he retires on October 1, 2019, after over fourteen (14) years of dedicated service to the Ocean County Library;
- B. Authorizing the Library Director or her designee to prepare and advertise for Requests for Qualifications (RFQ) for various professional services in 2020 as directed by the Library Commission Chair or her designee, including Legal Counsel, Labor Counsel, and Auditor;
- C. Authorizing soliciting of public bids for Library shelving throughout the Library System;
- D. Authorizing the Library to apply for a grant in the amount of \$5,000.00 from the KearnyBank Foundation for the Lacey Branch for programming at the Branch focusing on Education and/or Community Enrichment;
- E. Authorizing soliciting of public bids for restroom renovations for the Lakewood Branch;

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

- F. Approving Award of Bid for roof replacement at the Point Pleasant Boro Branch to Unlimited Builders Construction, LLC Hamilton, NJ for a total cost of \$97,450.00 and \$85.00 per sheet of plywood sheathing as needed;
- G. Authorizing the Creativebug, LLC Services Agreement for twenty-four (24) months starting on January 1, 2020, and ending on December 31, 2021, for a yearly amount of \$14,300.00 for two (2) years at a total amount of \$28,600.00;

### **Approvals**

- H. Ratifying the Actions of Administration approving the Berkeley Friends of the Library to have a "Sterling Silver Spelling Bee" fundraiser at the Berkeley Branch for older adults and charge a \$10.00 admission fee to the Spelling Bee at 7:00 p.m. on Tuesday, September 10, 2019;
- I. Approving the Long Beach Island Branch to have a collection bin in the Branch during from October 1, 2019, through December 3, 2019, to collect new socks for men, women, and children for the *Happy Feet Project* for the Kiwanis Club of Long Beach Island;
- J. Approving the Toms River Branch to have a ballot box in the Branch for the month of October 2019 in partnership with the Downtown Toms River Business Improvement District (TRBID) for the Scarecrow Walk contest;
- K. Approving the Toms River Branch to have a collection bin in the Branch during the month of October 2019 to collect new socks and toiletries for the organization Believe who will distribute the items to the homeless who seek shelter during the upcoming Code Blue season;

### **Donations**

- L. Accepting a \$300.00 donation from Chung Hee Lee and Young Sun Lee for the Stafford Branch to use at its discretion;
- M. Accepting a \$300.00 donation from the Friends of the Ocean County Library – Toms River for the Toms River Branch to be used for Young Adult programming.

The following item was added to the agenda during the meeting via a roll call vote:

- N. Approving the submission of a preliminary 2020 Capital Budget request to the County of Ocean as authorized by the Library Commission Vice Chair.

Approval of Items "B" through "N":

Motion to approve: Mr. Mullins

Second: Mr. Baglio

Roll Call: Ayes: Mr. Baglio, Mr. Mullins, Mrs. Peterson, Mrs. Scaturro

Passed unanimously

13. Old Business

14. Public Comment

15. Closed Session to consider the following matters: a collective bargaining agreement or the terms or provisions of same, and pending or anticipated litigation or contract negotiation.

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

Roll Call: Ayes: Mr. Baglio, Mr. Mullins, Mrs. Peterson, Mrs. Scaturro

Passed unanimously

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

Roll Call: Ayes: Mr. Baglio, Mr. Mullins, Mrs. Peterson, Mrs. Scaturro

Passed unanimously

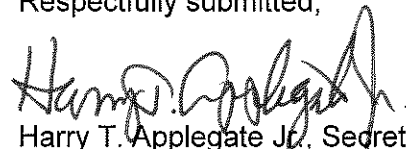
16 Move to adjourn: Mr. Mullins  
Second: Mrs. Peterson

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 5:02 p.m.

Respectfully submitted,



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