

OCEAN COUNTY LIBRARY COMMISSION
MINUTES OF REGULAR MEETING
Tuesday, December 17, 2019

Attendees: Ocean County Library Commission
Susan L. Hutler, Chair
Sal Baglio
Henry J. Mancini
Bonnie R. Peterson

Arrived after the start of the meeting:
Christopher Mullins

Absent: Ruthanne Scaturro, Vice Chair
Timothy McDonald

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
Dave Evans, Technology Manager
Jeri Gunther, Chief Librarian, Administration
Rachael LaVoie-Dohn, Chief Librarian, Toms River
Tim Mailley, Assistant Technology Manager
Rita Oakes, Chief Librarian, Branch Services
Jennifer Woodman, Budget Officer
Kelly-Ann Pennell, Librarian 4, Branch Services
Kate Sanchez, Librarian 4, Public Relations
Molly Friedman, Clerk 2, Training Department
Colleen Gunther, Librarian 2, MakerSpace Librarian
Kelly Nichols, Administrative Clerk, Administration
Karen Powell, Librarian 3, Toms River Young Adult Services

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, November 19, 2019 (Copy on file, Library Administration Office)

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

Roll Call: Ayes: Mrs. Peterson, Mrs. Hutler

Abstain: Mr. Baglio, Mr. Mancini

Passed unanimously

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

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

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

Passed unanimously

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

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

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

Passed unanimously

7. Approval of Bill Certificate List # 12 (Copy on file, Library Administration Office)

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

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

Passed unanimously

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

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

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

Passed unanimously

9. Director's Report

Ms. Quinn stated that this would be the last meeting of the decade.

Mrs. Peterson's request for another five (5) year term on the Library Commission is on the Ocean County Board of Chosen Freeholder's agenda for the December 18, meeting to be approved.

Mr. Mullins arrived at this time.

Scarves for a Cause Presentation: Ms. C. Gunther and Ms. Powell showed the scarves that have been knitted for the Scarves for a Cause joint project with Young Adult Services and the Sparks's Maker Lab. Over 400 scarves and hats have been collected from Library patrons, staff, and knitting/crochet groups ranging in age five (5) and up. Sparks's Lab and Toms River Young Adult Services participated in the Jersey Shore Makerfest featuring this project. A display was created to allow patrons the opportunity to pick out a scarf or hat. Over forty (40) items were taken from the display in the first week.

2020 Temporary and Regular Budget: Ms. Quinn stated that Item "D" under New Business is to approve the 2020 Temporary Budget that represents 25% of the approved 2019 Budget. Item "E" is for the approval of the 2020 Budget. She thanked the Library Commission Finance Committee for their assistance on the project. This budget will maintain the excellent services that our Library provides to our constituents. By being fiscally aware and responsible the tax rate dropped by 1.24% and the Library will still be providing excellent services including the areas of Technology Services, Senior Services, and adding Sensory Rooms. She then turned the floor over to the Library Commission Finance Committee.

Mr. Mancini thanked Ms. Quinn and the entire Library Budget team for their hard work on producing an excellent and fiscally sound budget while maintaining and expanding services,

and helps the Library to continue to grow. The cost to the average home owner will go down. He is proud of the budget.

Mrs. Hutler thanked Mr. Mancini and Mr. Mullins for their insight on the Budget and stated that the County of Ocean was pleased with the budget that the Library presented to them.

Sensory Room: Ms. Quinn stated that the Toms River Sensory Room is currently under construction. All needed permits were approved by the Township.

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 cabling, 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.

Mrs. Hutler proposed adding Item "X" for the Library to create a plaque with name plates for past Library Commissioners and Library Directors with the years that they served. All members were in agreement to add.

- X. Approving the Library to create name plates with the names of all past Library Commissioners and Library Directors with the dates that they served on the Library Commission and as Library Director.

Approval of Items "A" through "X":

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

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

Passed unanimously

12. Old Business

Ms. Quinn stated that she is still working on the Facilities Plan and there is no information yet from the NJ State Library on when the New Jersey Construction Bond Act application will be released. The draft plan was given to the Library Commission at the October meeting. The Stafford Branch has many maintenance issues over the past few years and she recommends this be a priority. The current building was built in the late 1960's while most of our other buildings were built in the 1990's. She asked the Library Commissioners if they have any recommendations or comments to let her know as she looks to be able to move forward with this in January to have the Facilities Plan adopted the meeting.

Mr. Mancini added that the Library needs to have a plan in place by that time.

13. Public Comment

Mrs. Hutler attended the Staff In-Service on Friday, December 13, 2019, and glad to see everyone. She wished the Library Commission and Staff a happy holiday season and a happy and healthy New Year.

Ms. Quinn congratulated Mrs. Hutler for her three (3) consecutive years as Library Chair, the Library Commission also congratulated her.

Mrs. Hutler stated that she has fully enjoyed the time and thanked the Library Commission and the Library Staff for their support.

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

Motion to approve: Mr. Mancini

Second: Mr. Mullins

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

Passed unanimously

Motion to return to Open Session:

Mrs. Peterson

Second: Mr. Mancini

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

Passed unanimously

15 Move to adjourn: Mrs. Peterson

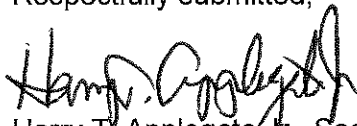
Second: Mr. Mullins

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 4:25 p.m.

Respectfully submitted,



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