

OCEAN COUNTY LIBRARY COMMISSION

Tuesday, March 17, 2020

AGENDA

1. Open Public Meetings Act
2. Pledge of Allegiance
3. Roll Call and Announcements
 - A. Re-appointment of Commissioner Bonnie R. Peterson for another five (5) year term.
4. Approval of Minutes, Reorganization Meeting, January 21, 2020
5. Approval of Minutes, Regular Meeting, January 21, 2020
6. Approval of Financial Statement, January 2020
7. Approval of Financial Statement, February 2020
8. Personnel Actions
9. Ratification of Bill List #2
10. Action on Bill List #3
11. Ratification of Salary Expenditures to be paid January 2020
12. Ratification of Salary Expenditures to be paid February 2020
13. Director's Report
14. Communications
15. New Business

Resolutions

- A. Ratify the actions of the Library Director in consultation with the Library Commission Chair in closing the Ocean County Library system from March 15 through March 29, 2020 due to the state and national emergencies related to Coronavirus (COVID-19);
- B. Appoint Sara D. Siegler as Qualified Purchasing Agent (QPA) in accordance with N.J.S.A.40A:11-9(b) and increase the Library's bid thresholds from \$17,500 to \$40,000, in accordance with N.J.S.A. 40A:11-3 and that the quote threshold will be in accordance with N.J.S.A 40A:11-6.1(a);
- C. Authorizing a resolution certifying permission to the Library to apply for the Project grant entitled the New Jersey Library Construction Bond Act for the purposes described in the application in the amount of \$5,637,500.00 representing 50% of the total project cost for construction of a new Stafford Branch library building;
- D. Authorizing a resolution certifying the Certification Statements regarding the New Jersey Library Construction Bond Act;
- E. Authorizing the annual renewal of the agreement with the Toms River Parking Authority to provide free parking on Saturdays in the municipal parking deck for library patrons at a cost of \$10,000.00 for the period of February 1, 2020, through January 31, 2021;
- F. Honoring Sandra Stark, Librarian 2, Toms River Adult Services as she retires on April 1, 2020, after over twenty-nine (29) years of the dedicated service to the Ocean County Library;
- G. Amending the Professional Services Agreement Resolution dated January 21, 2020, to be in accordance with Local Finance Notice LFN 2017-10 for appointing Berry, Sahradnik, Kotzas, & Benson, P.C. as Legal Counsel for the year 2020 (PSA-20-01);

- H. Amending the Professional Services Agreement Resolution dated January 21, 2020, to be in accordance with Local Finance Notice LFN 2017-10 for appointing Holman, Frenia & Allison, P.C. as Auditor for the year 2020 (PSA-20-02);
- I. Amending the Professional Services Agreement Resolution dated January 21, 2020, to be in accordance with Local Finance Notice LFN 2017-10 for appointing Citta, Holzapfel, & Zabarsky as Labor Counsel for the year 2020 (PSA-20-03);
- J. Amending the two (2) year Contract Agreement with Preferred Behavioral Consulting Group, Inc. for Employee Assistance Program (EAP) Resolution dated January 21, 2020, to be in accordance with Local Finance Notice LFN 2017-10 (C-20-01);
- K. Amending the Resolution in Authorizing the Ocean County Library to participate in the vision care plan provided by the County of Ocean for County employees in 2020 dated January 21, 2020;
- L. Amending the Resolutions awarding contracts 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 et. Seq. dated December 17, 2019 and January 21, 2020;
- M. Ratifying the actions of the Library Commission Chair authorizing execution of an agreement with the County of Ocean to accept funding in the amount of \$21,100.00 to conduct outreach and assistance activities for the hard-to-count in various branches in support of the Census 2020;
- N. Ratify the actions of the Library Commission Chair 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 \$17,870.00 for the Self-Insured General Liability Program, \$25,591.00 shall be paid and will be credited as one year premium payment towards the Excess General Liability Program; \$88.00 per vehicle and \$199.00 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; \$40,311.00 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 \$250,000.00 for most perils for the period of April 1, 2020 through March 31, 2021;
- O. Ratifying the actions of the Library Commission Chair accepting a stipend of \$200.00 from the New Jersey Council for the Humanities for the March 27, 2020, program *Soldiers without Guns: Women Defense Workers of WWII*, at the Lacey Branch;
- P. Ratifying the actions of the Library Commission Chair authorizing the Library to apply for a micro-grant in the amount of \$300.00 from the National Endowment for the Humanities (NEH) for the Long Beach Island Branch to host and facilitate a discussion in the community based on the film *American Creed*, and to also include a program to highlight the 2020 Census;
- Q. Authorizing disposal of irreparable and obsolete furniture due to age and wear from the Manchester Branch;
- R. Authorizing the Library to accept a micro-grant in the amount of \$300.00 from the National Endowment for the Humanities (NEH) for the Long Beach Island Branch to host and facilitate a discussion in the community based on the film *American Creed*, and to also include a program to highlight the 2020 Census;
- S. Authorizing soliciting of public bids for the provision of Library Collection Performance Software for the Ocean County Library System;

Bid Awards / Change Orders / Contracts

- T. Approving a Change Order increasing the cost of the Point Pleasant Borough Branch Roofing project in the amount of \$9,660.00 making the total \$107,110.00. This increase will cover additional repairs that were not originally anticipated but are necessary to complete the project by Unlimited Builders Construction, LLC;
- U. Approving a Change Order increasing the cost of the Manchester / Lakewood / Point Pleasant Borough branches renovation work order in the amount of \$6,580.00, making the total \$115,014.70. This increase was due to additional construction for cabinetry, electrical, and plumbing by Gaven General Contracting as required by Manchester Building Inspectors;
- V. Authorizing an extension to an agreement with the Plumsted Board of Education for water usage for the Ocean County Library's Plumsted Branch;
- W. Awarding a Purchase Order to SHI International (State Contract # 89851) related to Edmunds GovTech in an amount not to exceed \$55,500.00;
- X. Approving Award of Bid for Lawn Maintenance and Snow Removal Services for the period of April 1, 2020, through March 31, 2021, with a second year renewable option as follows:
 - Region II (B,PX, P,UP) – RPM Landscaping- yearly cost - \$18,650.00
 - Region III (BKY,LA,WA, BGT,BD – RPM Landscaping -yearly cost - \$22,450.00
 - Region IV (STF,TU,LBI,LEH) – RPM Landscaping - yearly cost – \$16,100.00
 - Region V (PL,MA,JA,LAK) – Meticulous Landscaping - yearly cost - \$21,700.00 (C-20-03).

Approvals

- Y. 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 with the Lakewood Branch;
- Z. Ratifying the actions of administration approving a collaborative partnership with O.C.E.A.N., Inc. on their grant application to provide a Summer Literacy Program in 2020;
- AA.Approving the 36th Annual Staff In-Service on Friday, December 4, 2020;
- BB.Approving a delayed opening of the Library System at 1:00 p.m. on Friday, December 4, 2020, for the 36th Annual Staff In-Service;
- CC. Ratifying the actions of administration authorizing the closing of the Point Pleasant Borough Branch from Monday, March 16, 2020, through Friday, March 20, 2020 for the completion of the Branch renovation project;
- DD. Approving an update to the 2020 Cost Centers by adding Cost Center 349 for System Senior Services;
- EE.Ratifying the actions of administration approving setting a suggested donation for 2020 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;
- FF. Ratifying the actions of administration approving setting a suggested donation for 2020 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;

- GG. Ratifying the actions of administration approving the Friends of the Waretown Library to have a Titanic Luncheon Event and charge \$10.00 per person as a fundraiser to be held at the Waretown Branch on Thursday, April 23, 2020;
- HH. Approving the Friends of the Berkeley Library to host a Mom's Day fundraiser at the Berkeley Branch on Monday, May 4, 2020, and charge local businesses \$25.00 for a table to promote information and sell small goods;
- II. Approving the Ocean County Library Employees Association to plant a tree along with a plaque in memory of Terrie Richardson at the Manchester Branch;
- JJ. Approving the Brick Branch to have a collection bin from Monday, June 1, 2020, through Tuesday, June 30, 2020, to collect items for the Jersey Shore Animal Shelter for National Adopt-A-Cat Month;

Donations

- KK. Accepting a donation of \$500.00 from Anthony Horan for the Rose T. Horan Silent Reading Tower;
- LL. Accepting a donation of \$500.00 from the Friends of the Little Egg Harbor Branch to purchase a Newwood Economy 3-tier Display with Casters;
- MM. Accepting a donation of \$200.00 from Elaine Kursch for the Manchester Branch to use at its discretion;
- NN. Accepting a donation of \$1,400.00 from the Friends of the Plumsted Township Library for Adult, Young Adult, and Juvenile programming;
- OO. Accepting a donation of \$200.00 from the Friends of the Ocean County Library – Toms River for Adult programming at the Toms River Branch;
- PP. Accepting a donation of \$1,600.00 from the Tuckerton Library Association to the Tuckerton Branch to use at its discretion;
- QQ. Accepting a donation of \$944.40 from the Friends of the Waretown Library to the Waretown Branch to use at its discretion;
- RR. Accepting a donation of \$2,500.00 from the Friends of the Island Library to be used at the discretion of the Long Beach Island Branch.

- 16. Old Business
- 17. Public Comment
- 18. Closed Session: No Closed Session
- 19. Adjourn