

OCEAN COUNTY LIBRARY COMMISSION
MINUTES OF REGULAR MEETING
Tuesday, June 16, 2020

Attendees: Ocean County Library Commission
Ruthanne Scaturro, Chair
Susan L. Hutler
Henry J. Mancini
Timothy McDonald
Bonnie R. Peterson (After the Start of the Meeting)

Absent: Christopher J. Mullins, Vice Chair
Sal Baglio

Other Attendees: Edward Feurey, Library Counsel
Sara Siegler, Assistant Library Director

Presiding: Ruthanne Scaturro, Chair

Mrs. Scaturro read the Open Public Meetings Act at 4:02 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 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 December 20, 2019, advance written notice of this meeting was published in the *Asbury Park Press*;
 3. On December 20, 2019, advance written notice of this meeting was published in *The Press of Atlantic City*;
 4. On December 18, 2019, advance written notice of this meeting was filed with the Clerk of the County of Ocean;
 5. On December 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 December 18, 2019;
 6. On June 10, 2020, written notice of the meeting stating that it would be live via conference call was posted to the Ocean County Library website;
 7. On June 13, 2020, written notice of this meeting stating that it would be live via conference call was published in the *Asbury Park Press*;
 8. On June 13, 2020, written notice of this meeting stating that it would be live via conference call was published in *The Press of Atlantic City*.

2. Pledge of Allegiance

3. Roll Call and Announcements

4. Approval of Minutes, Regular Meeting, May 19, 2020 (Copy on file, Library Administration Office)

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

Roll Call: Ayes: Mrs. Hutler, Mr. Mancini, Mr. McDonald, Mrs. Scaturro

Passed unanimously

5. Approval of Financial Statement, May, 2020 (Copy on file, Library Administration Office)

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

Roll Call: Ayes: Mrs. Hutler, Mr. Mancini, Mr. McDonald, Mrs. Scaturro

Passed unanimously

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

Motion to approve: Mrs. Hutler
Second: Mr. McDonald

Roll Call: Ayes: Mrs. Hutler, Mr. Mancini, Mr. McDonald, Mrs. Scaturro

Passed unanimously

Mrs. Peterson arrived on the conference call.

7. Approval of Bill Certificate List # 6 (Copy on file, Library Administration Office)

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

Roll Call: Ayes: Mrs. Hutler, Mr. Mancini, Mr. McDonald,
Mrs. Peterson, Mrs. Scaturro

Passed unanimously

8. Ratification of Salary Expenditures May 2020 (Resolution on file, Library Administration Office)

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

Roll Call: Ayes: Mrs. Hutler, Mr. Mancini, Mr. McDonald,
 Mrs. Peterson, Mrs. Scaturro

Passed unanimously

9. Director's Report

Ms. Siegler announced that 18 staff members have been assisting the County Clerk's office with sending out 225,000 voting ballots to registered Ocean County voters for the July 7, 2020, primary election.

As of Monday evening, June 15, 2020, the internet system has been taken down until Thursday, June 18, 2020, for maintenance.

A five (5) phase reopening plan has been shared with the Library Commission, library staff, the Ocean County Health Department, Library Legal Counsel, and the County Administrator for a phased reopening.

Mrs. Scaturro thanked everyone that worked on the plan.

Mr. Mancini thanked everyone that worked on the comprehensive plan and with all of the rapid changes that it should be a working document that could be adjusted as needed.

10. Communications

Two (2) customers inquired about when the Library would be reopening. Both were contacted by Jeri Gunther, Chief Librarian of Customer Service.

11. New Business

Resolutions

- A. Honoring Carolyn Belvin, Librarian 3, Brick Branch as she retires on July 1, 2020, after thirty-four (34) years of dedicated service to the Ocean County Library;
- B. Authorizing the Library Director or her designee to solicit Public Bids for the provision of Janitorial Services for eighteen (18) Library locations commencing Tuesday, September 1, 2020;
- C. Ratifying the actions of the Library Commission Chair authorizing execution of an amended agreement with the County of Ocean to accept funding in the amount of \$21,000.00 to conduct outreach and assistance activities for the hard-to-count in various branches in support of the Census 2020;

Bid Awards / Change Orders / Contracts

Approvals

- D. Approving the Phased Reopening Plan after COVID-19 for the Ocean County Library System;
- E. Approving an update to the General Policy Manual, *A.5.1 Rules of Conduct*;
- F. Approving an update to the General Policy Manual, *A.6 Fines and Fees Schedule*;
- G. Approving an update to the General Policy Manual, *A.10 Meeting Room*;
- H. Approving an update to the General Policy Manual, *A.12 Exhibit and Display Policy*.

Donations

Approval of Items "A" through "H":

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

Roll Call: Ayes: Mrs. Hutler, Mr. Mancini, Mr. McDonald,
Mrs. Peterson, Mrs. Scaturro

Passed unanimously

12. Old Business

13. Public Comment

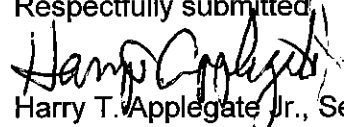
14. No Closed Session

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

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 4:13 p.m.

Respectfully submitted,

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