

OCEAN COUNTY LIBRARY COMMISSION
MINUTES OF REGULAR MEETING
Tuesday, September 15, 2020

Attendees: Ocean County Library Commission
Ruthanne Scaturro, Chair
Christopher J. Mullins, Vice Chair (Via Conference Call)
Susan L. Hutler (Via Conference Call)
Timothy McDonald
Bonnie R. Peterson

Absent: Sal Baglio
Henry J. Mancini

Other Attendees: Edward Feurey, Library Counsel
Susan Quinn, Library Director
Jennifer Doderer, Personnel Director

Presiding: Ruthanne Scaturro, 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 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 September 11, 2020, written notice of the meeting stating that it would be live via conference call to the public was posted to the Ocean County Library website;
 7. On September 13, 2020, written notice of this meeting stating that it would be live via conference call to the public was published in the *Asbury Park Press*;
 8. On September 13, 2020, written notice of this meeting stating that it would be live via conference call to the public was published in *The Press of Atlantic City*.

2. Pledge of Allegiance

3. Roll Call and Announcements

Ms. Quinn noted items "A" and "B" under New Business. Linda Cubberley and Margaret Greenan will be retiring on October 1, 2020. Ms. Cubberley has served the Library for over thirty (30) years and Ms. Greenan has served the Library for over twenty-six (26) years. They were unable to attend the Meeting due to the social distancing guidelines.

4. Approval of Minutes, Regular Meeting, August 18, 2020 (Copy on file, Library Administration Office)

Motion to approve: Mr. McDonald

Second: Mrs. Peterson

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

Passed unanimously

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

Motion to approve: Mr. McDonald

Second: Mrs. Peterson

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

Passed unanimously

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

Motion to approve: Mr. McDonald

Second: Mrs. Peterson

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

Abstain: Mr. Mullins

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

Motion to approve: Mr. McDonald

Second: Mrs. Hutler

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

Passed unanimously

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

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

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

Passed unanimously

9. Director's Report

Ms. Quinn reported on the following:

Library's Updated Reopening Policy: Listed on the agenda under New Business Item "H" is the Library's updated reopening policy that includes lessons that we have learned over the past few months in the event that the library system should need to close again. While we hope that this situation will not occur again, it is good to be prepared.

New Jersey Governor's Executive Order: The Ocean County Library is in full compliance with the Executive Order of the Governor of New Jersey regarding the operations of public libraries during COVID-19.

The Library's Rules of Conduct posted on the Library's website state that all visitors to the library must wear appropriate masks and library signage clearly illustrates examples of such masks. An Executive Order of the Governor of the State of New Jersey requires that patrons using the library must wear a cloth face covering while in the indoor portion of the library. Individuals who cannot wear a face covering, in accordance with the Executive Order, are accommodated by the Library with access to Door Side library book service.

Patron Compliance with the Governor's Executive Order: Since the reopening of the Ocean County Library system on July 6, 2020, there have been fifty-one (51) cases of documented non-compliance with the requirement to wear a face covering out of a total of 154,798 visits to the library, or 3 % of visitors to the library. Again, we thank all those library customers who have followed the Rules of the Library and supported us during these unprecedented and challenging times. Regarding library customers who do not follow the Rules of the Library regarding wearing face coverings, we follow our longtime standard procedure used for various types of misbehavior, and other types of behaviors that are against the Rules of the Library which may include a verbal warning to cease the behavior and may progress to the loss of library privileges.

Ocean County Library's Staff Facemask Policy: The Ocean County Library is adopting the County of Ocean's Facemask and Social Distancing Personnel Policy.

Library Statistics: Assistant Director Sara Siegler reports that during the ten (10) weeks the Library has been open since July 6, 2020, 119,691 books and materials or 89.5% of all items checked out before our closure have been returned. We have had 154,798 visits to the library, and our public computers have been used 15,775 times. The total number of books and materials checked out from our branches are 312,303 items. 244,865 of those

checkouts, or 78.4%, were done at our self-service kiosks. Thank you to our excellent library staff and also our library customers. We truly appreciate the help and patience of our library customers as we navigate these extremely challenging times. We are all doing our best under difficult circumstances.

Additional Time for Quarantining Items: The Institute of Museums and Library Services (IMLS) has received new information through the REALM project which seeks to understand how long the COVID-19 virus lives on library materials. Based on this information the Library will be moving to a six (6) day quarantine of library materials.

Vote by Mail: The Library is assisting the Ocean County Clerk's Office at the request of the County Administrator with the upcoming all Vote by Mail General Election in November as ordered by the Governor of the State of New Jersey. The Ocean County Clerk will be placing Voting Drop Boxes at twelve (12) library locations: Barnegat, Beachwood, Berkeley, Jackson, Lacey, Little Egg Harbor, Long Beach Island, Manchester, Point Pleasant Boro, Toms River, Upper Shores branches, and the Whiting Reading Center.

2019 Annual Report: The 2019 Ocean County Library Annual Report has been completed. It was sent to the Library Commissioners in the mailing last week and has been posted on the Library's website. The theme of the report is the Ocean County Library's Education Initiative. Ms. Quinn thanked Kate Sanchez, Public Information Officer and the Public Relations Department on their work to complete this report.

OCL's 95th Anniversary: The Ocean County Library is celebrating its 95th Anniversary in 2020. The Public Relations Department is currently filming and producing short videos to highlight each of our twenty-one (21) library locations.

Education Initiative: Christi Aldellizzi, Collections Supervisor has obtained four (4) new databases through Scholastic that went live on September 1, 2020, before the start of the new school year.

2020 Library Programs for Children and Teens: Ocean County Library Staff faced the challenge of providing our residents with high quality summer programs during the COVID-19 pandemic. The staff succeeded by using their creativity by providing Virtual Library Programs. The S.A.I.L. (Service and Achievement In the Library) Program had 648 teens participate virtually this summer, which is close to the number of volunteer's in last year's in-person program.

Autism Resources: The Autism Resources Committee launched a thorough database of support organizations helping families and individuals seeking help in autism related matters on the Ocean County Library's website. This site connects to local and state level services. Ms. Quinn thanked the Autism Resources Committee Chair, Wendi Smolowitz; Steven Copp, Beachwood Branch Manager and the entire Committee on the success of this project.

Bequest to the Point Pleasant Borough Branch: The Ocean County Library received a \$5,000.00 bequest from Dorothy M. Barkelew for the Point Pleasant Borough Branch.

Downtown Toms River Request: In the Communications section of the agenda Ms. Quinn noted the request from Downtown Toms River to use the Toms River Branch's lobby and restrooms after-hours on October 17, 2020, and December 4, 2020. She recommended that the Commission not approve this request due to the Governor's Executive Order limiting

occupancy in the Library to 25%. Also, the Library at this time cannot supply the staff, or the cleaning and supplies that are necessary.

10. Communications

- A. Denying with regret the request from Kim Dippolito, Director of Operations for Downtown Toms River for the use of the Toms River Branch lobby and restrooms after-hours for the Downtown Toms River BID's Annual Harvest Festival on Saturday, October 17, 2020, from 12:00 p.m. to 6:00 p.m. and also a request to use the same services for the Christmas Tree Lighting on December 4, 2020, from 5:00 p.m. to 8:00 p.m. due to COVID-19 social distancing requirements and the Governor's Executive Order restricting libraries to 25% capacity;

11. New Business

Resolutions

- A. Honoring Linda Cubberley as she retires on October 1, 2020, after over thirty (30)years of dedicated service to the Ocean County Library;
- B. Honoring Margaret Greenan as she retires on October 1, 2020, after over twenty-five (25) years of dedicated service to the Ocean County Library;
- C. Authorizing the Library Director or her designee to prepare and advertise for Requests for Qualifications (RFQ) for various professional services in 2021 as directed by the Library Commission Chair or her designee, including Legal Counsel, Labor Counsel, and Auditor;
- D. Authorizing soliciting of public bids for a box truck;

Bid Awards / Change Orders / Contracts

- E. Authorizing an Intergovernmental Agreement with the Ocean County Board of Chosen Freeholders, Ocean County Human Services Department to provide funding up to \$5,000.00 to support the Ocean County Library's Human Trafficking series for 2020;
- F. Authorizing execution of a 2021 Intergovernmental Services Agreement with the County of Ocean for Vehicle Maintenance and Repairs at a cost not to exceed \$110,000.00;

Approvals

- G. Ratifying the actions of Library Administration in approving the Ocean County Clerk's office to place Voting Drop Boxes at various library locations as needed;
- H. Approving the Updated Phased Reopening Plan after COVID-19 for the Ocean County Library System;
- I. Approving an addition to the Personnel Policy Manual, *Section 2.15 Facemask and Social Distancing Policy*;

- J. Approving the Library to support and partner with Ocean County College Continuing & Professional Education Department for the "Temporary Assistance for Needy Families (TANF) grant proposal. This collaboration will extend from October 2020 through May 2021;
- K. Rescinding approval of the use of the Toms River Branch lobby and restrooms after-hours for the rescheduled Downtown Toms River BID's Annual Chili & Salsa Cook-off on Saturday, September 19, 2020. The Downtown Toms River BID has decided to cancel this event;
- L. Approving Rutgers University Professor Kay Cassell to reprint the Ocean County Library organization chart from the Library's website less staff names in her book to be published by Rowman and Littlefield Publishers in 2021;
- M. Approving the submission of a preliminary 2021 Capital Budget request to the County of Ocean as authorized by the Library Commission Chair;

Donations

- N. Authorizing acceptance of \$5,000.00 from the Estate of Dorothy M. Barkelew for the Point Pleasant Boro Branch and authorize Library Director Susan Quinn to sign the release and refunding bond on behalf of the Library;

Approval of Items "A" through "N":

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

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

Passed unanimously

12. Old Business

- A. Denying with regret the use of the Long Beach Island Branch as a mustering location for the Ethel Jacobsen School during the 2020-2021 school year in the event of an emergency during normal Branch hours due to COVID-19 social distancing requirements and the Governor's Executive Order restricting libraries to 25% capacity.

13. Public Comment

- 14. Closed Session to consider the following matters: a collective bargaining agreement or the terms and provisions of same, a personnel matter, and a contract.

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

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

Passed unanimously

Mr. Mullins left during the closed session.

Motion to return to Open Session:

Mr. McDonald

Second: Mrs. Peterson

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

Passed unanimously

Motion to Authorize the Library Director and Library Commission Chair to sign the following Collective Bargaining Agreements:

- A) Ocean County Library Employees Association's (OCLEA) Library Assistants and Support Staff – Full-Time Unit
- B) Ocean County Library Employees Association (OCLEA) Library Assistants and Support Staff – Part-Time Unit
- C) Ocean County Library Employees Association (OCLEA) Librarian Unit (Full-Time and Part-Time Unit.
- D) Ocean County Library Employees Association (OCLEA) Supervisors Unit.

Mr. McDonald

Second: Mrs. Hutler

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

Passed unanimously


15. Move to adjourn: Mr. McDonald

Second: Mrs. Peterson

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 5:07 p.m.

Respectfully submitted

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

