

OCEAN COUNTY LIBRARY COMMISSION
MINUTES OF THE REGULAR MEETING
Tuesday, November 17, 2020

Attendees: Ocean County Library Commission
Ruthanne Scaturro, Chair
Susan L. Hutler (Via Conference Call)
Henry J. Mancini (Via Conference Call)
Timothy McDonald
Bonnie R. Peterson (Via Conference Call; arrived after the start of the meeting)

Absent: Christopher J. Mullins, Vice Chair
Sal Baglio

Other Attendees: Edward Feurey, Library Counsel
Susan Quinn, Library Director
Sara Siegler, Assistant Library Director
Jennifer Doderer, Personnel Director
Dave Evans, Technology Manager
Tim Mailley, Assistant Technology Manager

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 November 13, 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 November 17, 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 November 17, 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 announced that the Beachwood Branch is currently closed and will reopen on Friday, November 20, 2020, due to an employee testing positive for COVID-19. Customer holds will be extended and customers are encouraged to use any of the other twenty library locations along with visiting the Library online.

Mrs. Peterson arrived via conference call at this time.

4. Presentations:

(1) Ocean County Library System WiFi Hotspot and Chromebook lending program.

Ms. Siegler presented information to the Library Commission regarding the project proposal for Ocean County Library's WiFi Hotspot and Chromebook lending program.

(2) Ocean County Library System Radio Frequency Identification (RFID) inventory project.

Mr. Evans presented information to the Library Commission regarding the project proposal for Ocean County Library's Radio Frequency Identification (RFID) inventory project.

Mr. Mancini asked if these purchases would fall under the CARES Act. Ms. Quinn stated that the Library could submit them for approval, but final approval would depend on the County of Ocean.

5. Approval of Minutes, Regular Meeting, October 20, 2020 (Copy on file, Library Administration Office)

Motion to approve: Mr. McDonald

Second: Mrs. Hutler

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

Passed unanimously

6. Approval of Financial Statement, October 2020 (Copy on file, Library Administration Office)

Motion to approve: Mr. Mancini

Second: Mr. McDonald

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

Passed unanimously

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

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

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

Passed unanimously

8. Approval of Bill Certificate List # 11 (Copy on file, Library Administration Office)

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

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

Passed unanimously

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

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

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

Passed unanimously

10. Director's Report

Ms. Quinn reported on the following:

Updating the Phased Reopening Plan: Item "E" under New Business is approving a modification to the Updated Phased Reopening Plan after COVID-19 for the Ocean County Library System that rescinds the restriction on public computer usage from thirty (30) minutes per day, with three (3) ten (10) minute additions and restores customer service to pre-pandemic operations, effective Monday, November 30, 2020. In most branches, this is up to two (2) hours, or longer if no one is waiting. This update is based on the recommendation of our Chief Librarians from feedback from library staff. Many library patrons are using the library's computers for education, to fill out job applications, or apply for aid, and one (1) hour is insufficient for these tasks. The Library continues to operate under the Governor's Executive Orders for 25% capacity. We do not think the increasing the time limit for computer use will impact our 25% occupancy limit. However, we will continually evaluate and permit the branches to modify time limits based on what works best for their situations and communities.

Holiday Collections Drives: Due to various COVID-19 restrictions and required cleaning protocols, I am recommending to the Library Commission that we approve one (1) holiday drive at our library branches this year which is Item "G" under New Business the Ocean County Sherriff's Department annual toy drive. The Sherriff's Department will provide collections bins with lids and manage all aspects of collection and pick-up. The drive will run from Wednesday, November 18, 2020, through Thursday, December 31, 2020. I know that this will be disappointing to many of our local community partners who collect a variety of items from books and clothing to pet food, but it is in the best interest of library operations to limit the holiday collections drives this year.

Donations: I would like to acknowledge the generous donations in Items "H" & "I" under New Business, the bequest from the Estate of Dorothy Barkelew of \$5,000.00 to the Point Pleasant Boro Branch; and the \$467.00 donation from the Jackson Friends of the Library for Children's programming at the Jackson Branch.

Ocean County Library Foundation News: The Library Foundation welcomed their newest member Kate Krier. Kate is a strong library supporter and has been involved in lifelong public service. She serves as the Business Outreach Coordinator for the Southern Ocean County Chamber of Commerce and is actively involved with several nonprofits and philanthropic organizations in southern Ocean County.

NJ Library Construction Bond Grant: New Jersey voters approved the issuance of \$125 million in state bonds to fund critical improvements to public libraries in 2017. The NJ State Librarian, in consultation with the President of Thomas Edison State University, is responsible for the administration and oversight of the Library Construction Bond Act. The New Jersey State Library announced yesterday that 129 applications were submitted and reviewed by an eight (8) person committee in the first round of grant funding and Thirty-eight (38) awardees from sixteen (16) counties across the state were approved by the State Legislature for \$87.5 million in grant awards. I regret to inform the Library Commission that the new Stafford Library project was not selected for funding in the first round. I am hopeful we will have the opportunity to resubmit this project for funding in the second round of the grant.

Mr. Mancini stated that it was an excellent application and asked if the Library would need to resubmit for the second round. Ms. Quinn stated that the State Library has not put out the requirements for the next round of funding.

11. Communications – No Communications

12. New Business

Resolutions

- A. Establishing the Library Commission January Reorganization and Regular meeting dates for 2021;
- B. Authorizing a resolution to donate obsolete electronic equipment no longer needed to the County of Ocean's recycling program;

Bid Awards / Change Orders / Contracts

- C. Authorizing a Purchase Order to SHI International Corp. (New Jersey Cooperative Purchasing Alliance, contract #CK04) to purchase One Hundred Fifty (150) WiFi Hotspots and Fifty (50) Chromebooks for the Library Technology Department in an amount of \$123,735.00;
- D. Authorizing a Purchase Order to SHI International Corp. (New Jersey Cooperative Purchasing Alliance, contract #CK04) to purchase Radio Frequency Identification (RFID) tag system for the Library collection materials in an amount of \$355,670.00;

Approvals

- E. Approving a modification to the *Updated Phased Reopening Plan after COVID-19 for the Ocean County Library System* that rescinds the restriction on public computer usage from thirty (30) minutes per day, with three (3) ten (10) minute additions and restores customer service to pre-pandemic operations, effective Monday, November 30, 2020;
- F. Approving the 2021 Ocean County Library Holiday schedule;
- G. Approving the Ocean County Sherriff's Department annual toy drive to have collection bins in various branches from Wednesday, November 18, 2020, through Thursday, December 31, 2020;

Donations

- H. Accepting a \$5,000.00 bequest from the Estate of Dorothy M. Barkelew for the Point Pleasant Boro Branch;
- I. Accepting a \$467.00 donation from the Jackson Friends of the Library for Juvenile Programming at the Jackson Branch.

Approval of Items "A and B, and E through "I":

Motion to approve: Mr. McDonald

Second: Mr. Mancini

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

Passed unanimously

Approval of Item "C" amended to \$172, 560:

Motion to approve: Mrs. Hutler

Second: Mr. McDonald

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

Passed unanimously

Approval of Item "D":

Motion to table this item until the December Meeting:

Mr. McDonald

Second: Mr. Mancini

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

Passed unanimously

13. Old Business – No Old Business

14. Public Comment – No Public Comment

15. Closed Session to consider the following matters: a collective bargaining agreement or the terms and provisions of same, a personnel matter, and a contract involving the possible leasing of real property.

Motion to approve: Mr. McDonald

Second: Mrs. Peterson

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

Passed unanimously

Motion to return to Open Session:

Mr. McDonald

Second: Mrs. Peterson

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

Passed unanimously

16. Move to adjourn: Mr. McDonald

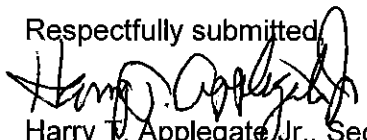
Second: Mrs. Peterson

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 4:54 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Harry T. Applegate Jr.", written in a cursive style.

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