

**OCEAN COUNTY LIBRARY COMMISSION  
MINUTES OF THE REGULAR MEETING  
Tuesday, December 15, 2020**

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

Absent:                Henry J. Mancini  
Bonnie R. Peterson

Other Attendees:    Edward Feurey, Library Counsel  
Susan Quinn, Library Director  
Sara Siegler, Assistant Library Director  
Jennifer Doderer, Personnel Director  
Tim Mailley, Assistant Technology Manager  
Jeri Gunther, Chief Librarian  
Rita Oakes, Chief Librarian  
Jennifer Woodman, Budget Officer

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 December 10, 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 December 14, 2020, and December 15, 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 December 14, 2020, and December 16, 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

4. Approval of Minutes, Regular Meeting, November 17, 2020 (Copy on file, Library Administration Office)

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

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

Abstained: Mr. Baglio, Mr. Mullins

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

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

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

Passed unanimously

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

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

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

Passed unanimously

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

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

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

Passed unanimously

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

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

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

Passed unanimously

9. Director's Report

Ms. Quinn reported on the following:

**Retirement of Library Commissioner Sal Baglio:** In honor of Mr. Baglio's retirement from the Library Commission on December 31, 2020, Ms. Quinn read Mr. Baglio's retirement resolution. Mr. Baglio served as Library Commission Chair from 2014 through 2016. He was presented with a lifetime VIP Ocean County Library Gold Card.

A motion was made to move Item "A" in New Business to present Library Commissioner Sal Baglio with his retirement resolution: Mr. McDonald  
 Second: Mr. Mullins

Roll Call: All members answered Aye

Passed unanimously

All Library Commissioners thanked Mr. Baglio for his leadership on the Library Commission and wished him well in this retirement.

**Retirement of Charles Gottlieb and Linda Harvey:** Mr. Gottlieb has served at the Ocean County Library for over forty (40) years and Ms. Harvey has served for over thirty-three (33) years they will be presented with their retirement resolutions at another time.

**2021 Temporary Budget:** The 2021 temporary budget is 25% of the 2020 approved Ocean County Library Budget.

**2021 Budget Request:** The 2021 budget request has been sent to the Library Commission Finance Committee. Ms. Quinn turned the floor over to Mr. Mullins who serves on that committee. Mr. Mullins reported that the Committee met regarding the budget. The levy will remain flat for 2021. The budget will be just under \$39 million from taxes for 2021. The budget will be shared with the County of Ocean for review.

**Retirement of Chief Librarian Rita Oakes:** Rita Oakes, Chief Librarian will retire in June with nearly thirty (30) years of service.

**2020-2021 Strategic Plan:** During the Library's closure Ms. Oakes worked with staff to create the 2020-2021 Ocean County Library Strategic Plan. The Plan was sent to the Library Commissioners in their mailing for review and adoption at the January Library Commission Meeting.

Ms. Oakes stated that the committee reviewed past Strategic Plan's and also looked at what other libraries had in their Plan's as well.

Mrs. Scaturro asked if the Library Finance Committee could review the Plan and Mr. Mullins accepted.

**Rescheduled Staff In-Service:** Ms. Doderer has requested to reschedule the 36<sup>th</sup> Annual Staff In-Service from December 4, 2020, to Friday, January 22, 2021, and will be available through Microsoft Teams in the morning and are requesting to open the library system at 12:00 p.m.

**Other Agenda Items under New Business:** Item "P" is to support the Toms River Regional School Districts 2021-2022 Big Read Grant.

Item's "Q & R" are policy manual updates that were requested at the December Meeting. We are recommending reinstating late fines on April 1, 2021, currently 99% of materials checked out before closing due to the pandemic have been returned. Mr. Baglio recommended having a report on how things have gone during the pandemic.

Items "S & T" is recommending pushing the date for openings on Sunday's for the Toms River, Lakewood, and Stafford branches back to Sunday, March 21, 2021, instead of the current January 10, 2021, date due to the rise in current case numbers for COVID-19 in the county. Staff that work on Sundays at these locations come from various branches throughout the library system and Ms. Quinn recommends keeping staff in their current branch work groups at this time

Item's "U & V" are generous donations. Cathy Bordeman donated in Memory of Donna Markley and The Jackson Friends' donation will help in making "Take & Make" kits for programs since in person programming is currently on hold.

Ms. Quinn thanked the entire library staff and public Ssvices staff for their outstanding work in working with and helping our communities.

Mrs. Scaturro also thanked the library staff on doing a great job.

## 11. New Business

### Resolutions

- A. Honoring Sal Baglio, Library Commissioner, as he retires from the Ocean County Library Commission on December 31, 2020, after over nine years (9) of dedicated service to the Ocean County Library having served as Library Commission Chair from 2014 – 2016, and bestow a lifetime Ocean County Library Card;
- B. Honoring Charles Gottlieb, Supervising Library Assistant, Collections as he retires on January 1, 2021, after forty (40) years of dedicated service to the Ocean County Library;
- C. Honoring Linda Harvey, Senior Library Assistant, Brick as she retires on January 1, 2021, after thirty-three (33) years of dedicated service to the Ocean County Library;
- D. 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, 2021, through January 31, 2022;
- E. Authorizing the 2021 Temporary Operating Budget;
- F. Approving the Library's pension liability with the County of Ocean in the amount of \$2,185,382.00;
- G. Closing out the Reserve Account for encumbrances against the 2019 Budget in the amount of \$641,003.00 by a transfer from (209-290-0028) to the General Library Account (209-290-0029);
- H. Establishing the Reserve Account for encumbrances against the 2020 Budget in the amount of \$4,966,728.00 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 \$15,000.00 from the General Library Account (209-290-0029) to the Sick Pay at Retirement Account (209-290-0049);
  2. Authorizing transfer of \$42,250.00 from the Sick Pay at Retirement Account (209-290-0049) to the Salaries and Wages line item in the General Library Account (209-290-0029);
  3. Authorizing transfer of \$100,000.00 from the Technology line item in the General Library Account (209-290-0029) to the Automation Account (209-290-0030) to support future projects;
  4. ~~Authorizing transfer of \$350,000.00 from the Salary and Wages line item in the General Library Account (209-290-0029) to the Automation Account (209-290-0030) after funding the RFID project; (This item was moved to Item "B" under Old Business).~~
  5. Authorizing transfer of \$175,000.00 from the Maintenance, Building and Grounds line item in the General Library Account (209-290-0029) to the Building Improvement Fund (209-290-0045) to support future Capital projects and future purchases of equipment related to COVID-19;

6. Authorizing transfer of \$16,533.42 from the Library Grant Account (209-290-0140) to the Library General Account (209-290-0029) to reimburse the Technology Line Item for the purchase of nineteen (19) laptops in accordance with the 2020 Census Grant;

- J. Approving the establishment of petty cash funds for 2021 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);

#### **Bid Awards / Change Orders / Contracts**

- K. Approving the renewal of the Hoopla Services Agreement with Midwest Tape for a twelve (12) month period beginning on December 16, 2020, for an amount not to exceed \$370,000.00 to be applied to future purchases;

#### **Approvals**

- L. Approving the rescheduling of the 36<sup>th</sup> Annual Staff In-Service from an in-person session on Friday, December 4, 2020, to an all-virtual session on Friday, January 22, 2021;
- M. Approving a delayed opening of the Library System at 12:00 p.m. on Friday, January 22, 2021;
- N. Approving an extension of borrowing privileges to Burlington County Library cardholders until January 31, 2021, pending renewal of the reciprocal borrowing agreement;
- O. Approving the 2021 Library Fund Accounts, Line Item Categories and Cost Centers;
- P. Approving the Library to support and partner with the Toms River Regional School District in the school's grant application to the National Endowment for the Arts (NEA) Big Read grant for 2021-2022;
- Q. Approving an update to the General Policy Manual, *Section A.6 Fines and Fees Schedule*;
- R. Approving an update to the General Policy Manual, *Section A.22 Ocean County Library Tablet/Laptop/WiFi Hotspot Lending Policy*;
- S. Rescinding re-opening the Toms River, Lakewood, and Stafford branches on Sunday's from 1:00 p.m. to 5:00 p.m. effective January 10, 2021, that was approved at the October 20, 2020, Library Commission Meeting;
- T. Effective Sunday, March 21, 2021 – Sunday, May 23, 2021, the Toms River, Lakewood and Stafford branches will be open Sunday's from 1:00 p.m. to 5:00 p.m.;

#### **Donations**

- U. Accepting a donation of \$200.00 from Cathy Bordeman in Memory of Donna Markley for the Barnegat Branch to use at its discretion;

- V. Accepting a donation of \$1,200.00 from The Friends of the Jackson Branch to be split \$400.00 to support Adult Take and Make, \$300.00 to support Youth Services weekly Take and Makes, and \$500.00 to support Young Adult STEAM Take and Makes.

Approval of Items "B" through "V" excluding Item "I. 4":

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

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

Passed unanimously

## 12. Old Business

The Library Commission Technology Committee reviewed New Business Item "I. 4" along with all capital projects. Mr. Baglio stated that the RFID project will help in tracking items and assist with contactless services. The committee looked into and conformed that the transfer as stated in Item "I. 4" was the proper way to transfer the funds for the project. The Technology Committee has endorsed this project.

### Contract / Account Transfer

- A. 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;
- B. Authorizing transfer of \$350,000.00 from the Salary and Wages line item in the General Library Account (209-290-0029) to the Automation Account (209-290-0030) after funding the RFID project.

Approval of Items "A and B":

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

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

Passed unanimously

## 13. Public Comment

Mr. Baglio thanked everyone for their kinds words. He was happy to be selected to serve as a Library Commissioner. The Library helps to change lives and he appreciates the lifetime library card.

- 14. Closed Session to review an agreement related to the Library Café at the Toms River Branch, review the Island Heights lease agreement, and review of the library organization chart for potential change.

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

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

Passed unanimously

Motion to return to Open Session:  
Mr. Mullins  
Second: Mr. Baglio

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

Passed unanimously

- 1) Motion to approve the Island Heights lease agreement pending a resolution from them:

Mr. Baglio  
Second: Mr. Mullins

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

Passed unanimously

- 2) Motion to approve salary increases for Management at 2.5% or \$2,000.00 whichever is higher effective January 1, 2021:

Mr. Baglio  
Second: Mr. McDonald

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

Passed unanimously



- 3) Motion to approve salary increase for the Personnel Director at 2.5% effective January 1, 2021:

Second: Mr. Mullins  
Mr. McDonald

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

Passed unanimously

- 4) Motion to salary increases for Confidential employees at 2.5% or \$950.00 or whichever is higher effective January 1, 2021:

Second: Mr. McDonald  
Mr. Baglio

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

Passed unanimously

- 5) Motion to approve salary increase for the Library Director at 2.5% effective January 1, 2021:

Second: Mr. McDonald  
Mr. Mullins

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

Passed unanimously


15. Move to adjourn: Mr. Baglio  
Second: Mr. McDonald

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 4:58 p.m.

Respectfully submitted,



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