

OCEAN COUNTY LIBRARY COMMISSION

Tuesday, December 14, 2021

AGENDA

1. Open Public Meetings Act
2. Pledge of Allegiance
3. Roll Call and Announcements
4. Approval of Minutes, Regular Meeting, November 16, 2021
5. Approval of Financial Statement, November, 2021
6. Personnel Actions
7. Action on Bill List # 12
8. Ratification of Salary Expenditures
9. Director's Report
 - 2022 Budget
10. Communications
11. New Business

Resolutions

- A. Honoring Donna Cardinale, Personnel Technician, Human Resources as she retires on January 1, 2022, after twenty-one (21) years of dedicated service to the Ocean County Library;
- B. 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, 2022, through January 31, 2023;
- C. Authorizing the 2022 Temporary Operating Budget;
- D. Approving the Library's pension liability with the County of Ocean in the amount of \$2,298,256.00;
- E. Closing out the Reserve Account for encumbrances against the 2020 Budget in the amount of \$957,926.17 by a transfer from (209-290-0028) to the General Library Account (209-290-0029);
- F. Establishing the Reserve Account for encumbrances against the 2021 Budget in the amount of \$5,182,335.00 by a transfer from the General Library Account (209-290-0029) to the Reserve Account (209-290-0028);

- G. Authorizing the Library Director or her designee to prepare and advertise for Request for Qualifications for Various Exempt Services (books, audio, video, magazines, downloadable, etc.) in accordance with N.J.S.A. 19:44-A20-4.5 et. seq;
- H. 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 \$80,000.00 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 \$140,000.00 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 upgrades and replacements at the Long Beach Island Branch;
- I. Approving the establishment of petty cash funds for 2022 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);
- J. Authorizing execution of a Reciprocal Borrowing Agreement with Monmouth County Library for a period of three (3) years, January 1, 2022, through December 31, 2024, at a cost of \$1.00 per net loan with an amount not to exceed \$10,000.00 annually;

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 15, 2021, for an amount not to exceed \$370,000.00 to be applied to future purchases;
- L. Authorizing the award of contract for the provision of print and electronic books, materials, and resources under Various Exempt Services in accordance with N.J.S.A. 19:44A-20.4 et. Seq. as described in the bid for Request for Qualifications;
- M. Approving Award of Bid for Automatic Door Service and Repairs for the Ocean County Library System for calendar year 2022 to Automated Access Systems, Inc., not to exceed \$50,000.00;

Approvals

- N. Approving holding Staff Development Day on Friday, May 13, 2022;
- O. Approving the closing of the Library System to the public on Friday, May 13, 2022, for Staff Development;
- P. Approving an update to the General Policy Manual, *A.6 Fines and Fees, Section b*;
- Q. Approving the 2022 Library Fund Accounts, Line Item Categories and Cost Centers;
- R. Approving the Trustees of the Island Heights Library to have their meeting in the Island Heights Branch before normal open hours on Monday, January 24, 2022;

- S. Approving the Library to participate in the New Jersey State Library's Telehealth ARPA (American Rescue Plan Act) Opportunity for Public Libraries grant administered by the East Brunswick Public Library to provide five (5) iPads to Ocean County Library for use at various locations to allow residents to connect to healthcare providers in the state;

Donations

- T. Accepting a donation of \$1,600.00 from the Jackson Friends of the Library for Adult Programs at the Jackson Branch;
- U. Accepting a donation of \$200.00 from the Jackson Friends of the Library for Program Supplies.

12. Old Business

13. Public Comment

14. Closed Session for Personnel matters.

15. Adjourn