

OCEAN COUNTY LIBRARY COMMISSION
MINUTES OF THE REGULAR MEETING
Tuesday, February 16, 2021

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

Absent: Henry J. Mancini
Timothy McDonald

Other Attendees: Edward Feurey, Library Counsel
Susan Quinn, Library Director
Sara Siegler, Assistant Library Director
Jennifer Doderer, Personnel Director
Tim Mailley, Assistant Technology Manager
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 January 6, 2021, 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 January 8, 2021, advance written notice of this meeting was published in the *Asbury Park Press*;
 3. On January 8, 2021, advance written notice of this meeting was published in *The Press of Atlantic City*;
 4. On January 6, 2021, advance written notice of this meeting was filed with the Clerk of the County of Ocean;
 5. On January 6, 2021, advance written notice of this meeting was mailed to all persons who, according to the records of the Ocean County Commission, paid for such notices on or after January 6, 2021;
 6. On February 10, 2021, written notice of the meeting stating that it would be live via conference call to public was posted to the Ocean County Library website;
 7. On February 13, 2021, 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 February 13, 2021, written notice of the 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, December 15, 2020 (Copy on file, Library Administration Office)

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

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

Abstained: Mr. Wolleon

5. Approval of Minutes, Reorganization Regular Meeting, January 19, 2021 (Copy on file, Library Administration Office)

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

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

Abstained: Mr. Mullins

6. Approval of Minutes, Regular Meeting, January 19, 2021 (Copy on file, Library Administration Office)

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

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

Abstained: Mr. Mullins

7. Approval of Financial Statement, January 2021 (Copy on file, Library Administration Office)

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

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

Passed unanimously

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

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

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

Passed unanimously

9. Approval of Bill Certificate List # 2 (Copy on file, Library Administration Office)

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

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

Passed unanimously

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

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

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

Passed unanimously

11. Director's Report

Ms. Quinn reported on the following:

2020 Annual Staff In-Service: The Ocean County Library's Annual In-Service was held virtually on Friday, January 22, 2021. The following awards were presented to staff:

- Librarian of Year – Katie McKnight, Librarian 4, Youth Services System Coordinator.
- Support Staff Person of the Year – Molly Friedman, Clerk 2, Training Department.
- Director's Award for Excellence – Deborah Blackwell, Training Coordinator, Training Department.
- Most Valuable Team – Remote Circulation Team - Christi Aldellizzi, Librarian 4, Collections; Jeri Gunther, Chief Librarian; Carla Hendrickson, Principal Library Assistant, Plumsted; Teresa Hess, Supervising Library Assistant, Toms River; Rebecca Schoonmaker, Supervising Library Assistant, Manchester; Valerie Wall, Principal Library Assistant, Collections; Shannon Witte, Librarian 3, Technology; and Suzanne Wright, Principal Library Assistant, Point Pleasant Beach.

Assisting Ocean County Health Department (OCHD): Ocean County Library (OCL) is assisting the OCHD under the guidance of Dan Regenye, Health Coordinator with rescheduling a large number of people for the COVID-19 vaccine at their Toms River Vaccination Center due to a change in clinic operations. Dave Evans, Technology Manager and Tim Mailley, Assistant Technology Manager are using OCL's Auto Messenger system that we use for our emergency and weather-related closings to send out OCHD's information to its clients via a phone call, an email message, and set up a dedicated phone number that will function as a Help Desk to route calls to library staff throughout the system. Library staff will assure the OCHD's clients that the phone call and email they receive are legitimate.

Deborah Blackwell, Training Coordinator along with Jennifer Doderer, Human Resources Director, and Chief Librarians Jeri Gunther, Rachael LaVoie-Dohn, and Rita Oakes began training library staff to answer calls related to assisting the OCHD. I am proud of our Library and Health Department teams for working together to devise, test, and put this action plan together in less than forty-eight (48) hours. Ocean County Library has a long history of partnership with the Health Department to provide our community with healthcare information. This current partnership will allow front-line healthcare workers and specialists, who are in high demand to dedicate their time to direct patient healthcare while the library helps with back-office clerical work and tasks.

NJ Library Snapshot Day: Ocean County Library is asking all residents to share their stories, thoughts, and photos throughout the month of February as libraries statewide take part in Snapshot Day. This annual celebration by the New Jersey State Library (NJSL) and the New Jersey Library Association (NJLA) documents the people, places, events, materials, and experiences that make up a day in the life of a library. The project is being coordinated by our Public Relations Department led by Kate Sanchez, Librarian 4. We welcome all Library Commissioners to participate in this event.

Black History Month Proclamation: Commissioner Vicari will be presenting the Library with a Proclamation in honor of Dr. Lena Edwards for Black History Month. Congressman Andy Kim (D-NJ 3rd District) is scheduled to visit the Library at the end of the month to celebrate Black History Month.

Storywalk®: The Long Beach Island Branch would like to conduct one (1) contactless Storywalk® and three (3) contactless Take and Make kits at the Bayview Park in Long Beach Township during the summer in partnership with the Long Beach Township Parks and Recreation. The Library's Public Services team is exploring the feasibility of having some library programs outdoors this summer. This could encompass everything from programs for children, teens, adults, and book clubs. This is still in the evaluation stage and is dependent on safety measures related to COVID-19.

Ocean County Employee Blood Drive: Ocean County Library is assisting the County of Ocean by holding the Ocean County Employee Blood Drive with the American Red Cross. This will be conducted in Mancini Hall sometime in March.

12. Communications – No Communications

13. New Business

Resolutions

- A. Authorizing the soliciting of public bids for Library Collection Services (debt collection);
- B. Approving the soliciting of formal public bids for building renovations including the construction of doorways related to security upgrades at the Toms River, Point Pleasant Boro, and Little Egg Harbor branches and the replacement of A/C equipment in the Computer Room at the Toms River Branch;

Bid Awards / Change Orders / Contracts

- C. Approving year two (2) of a two (2) year contract agreement with Preferred Behavioral Health Consulting Group, for Employee Assistance Program (EAP) beginning March 1, 2021, through February 28, 2022, at a cost of \$3.59 per employee per month at a total cost not to exceed \$20,678.40 (C-20-01);
- D. Authorizing execution of a Reciprocal Borrowing Agreement with Burlington County Library for a period of two (2) years, January 1, 2021, through December 31, 2022, at a cost of \$1.00 per net loan, amount not to exceed \$10,000.00 annually, and to extend the current agreement for one (1) month;
- E. Approving Award of Bid for Janitorial Services for the period of January 29, 2021, through August 31, 2021, with a second year renewal option by adding the Island Heights Branch to Region II of the Ocean County Library's janitorial contract that was awarded to Triple Star Cleaning for a monthly amount of \$432.00, not to exceed \$3,500.00. Contract # (C-20-05);
- F. Authorizing an agreement with Communico Engage as the mobile application for the Library under State Contract ITS58, subcontract 89851 from SHI International Corp for two (2) years at a total amount of \$45,320.00;

Approvals

- G. Approving setting a suggested donation for 2021 National Library Week T-Shirts, both men's and women's between \$5.00 and \$10.00 for small, medium, large, and extra-large sizes, and between \$5.00 to \$15.00 for XXL and 3XL sizes;
- H. Approving setting a suggested donation for 2021 National Library Week "Hoodies", both men's and women's between \$15.00 and \$20.00 for small, medium, large, and extra-large sizes, and between \$20.00 and \$25.00 for XXL and 3XL sizes;
- I. Approving updates to the By-Laws of the Friends of the Island Library;
- J. Approving the Long Beach Island Branch to hold a contactless *Storywalk* and three (3) contactless *Take and Make* kits at the Bayview Park, Long Beach Township, during summer 2021 in partnership with the Long Beach Township Parks and Recreation Department;

Donations

- K. Accepting a donation of \$500.00 from Anthony Horan for the Rose T. Horan Silent Reading Tower;
- L. Accepting a donation of \$5,000.00 from the Ocean County Library Foundation in support of the Dr. Templin Grandin virtual program for the 2021 Autism Resources Fair.

Approval of Items "A" through "L":

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

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

Passed unanimously

14. Old Business

Ocean County Library's Organizational Chart: Ms. Quinn stated that Rice notifications were sent out to staff whose reporting structure could change with the Library Director's proposed update to the 2021 Organization Chart. Ms. Siegler (Assistant Library Director) and Ms. Woodman (Budget Officer) have requested that items pertaining to them be discussed during the open public meeting.

The Library's 2020 Organizational Chart shows the Library Finance Department supervised by the Budget Officer, and the Library's Buyer, supervised by the Facilities Manager. Both of these areas report up the line to the Assistant Library Director.

Last year the Assistant Library Director attained the Qualified Purchasing Agent (QPA) certification and was appointed QPA for the Library; and therefore will have more oversight of purchasing and vendors.

I am proposing to the Library Commission that the 2021 organization chart change to have the Budget Officer position and the Library Finance Department report up the line to the Library Director instead of the Assistant Library Director.

The reason for the change is the new structure would reflect the highest degree in segregation of duties, in that, the position with oversight over approving vendors is not the same position with oversight over paying vendors.

I am also recommending that the organizational chart reflect only the position and not the person. The names of the people holding the positions will be noted in a directory table below the organization chart on the library's website. This way when there is a change in personnel, the entire organization chart does not need to be updated. Changes in personnel are effective following adoption of the Personnel Resolution by the Library Commission at their monthly meeting. Any needed Directory updates will be done following Commission action.

Motion to approve the updated 2021 Ocean County Organization Chart with the Budget Officer reporting to the Library Director and only having positions

without names: Mr. Wolleon

Second: Mr. Mullins

Roll Call: Ayes: Mrs. Hutler, Mr. Mullins, Mr. Wolleon, Mrs. Scaturro

Abstain: Mrs. Peterson

15. Public Comment – No Public Commented

16. Closed Session for the purpose of contractual negotiations related to collective bargaining.

Motion to approve: Mrs. Hutler

Second: Mrs. Peterson

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

Passed unanimously

Motion to return to Open Session:

Mrs. Hutler

Second: Mrs. Peterson

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

Passed unanimously

Motion to approve the Memorandum of Agreement between the Ocean County Library and the OPEIU Local 32 (Librarian 4's) effective April 1, 2020 through December 31, 2023:

Mr. Mullins

Second: Mrs. Peterson

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

Passed unanimously

17. Move to adjourn: Mrs. Peterson

Second: Mrs. Hutler

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 4:31 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