

OCEAN COUNTY LIBRARY COMMISSION

Tuesday, December 13, 2022

AGENDA

1. Open Public Meetings Act
2. Pledge of Allegiance
3. Roll Call and Announcements
4. Introduction of:
 - A. 2022 Librarian of Year Jamie Dunn, Librarian 2, Public Relations.
 - B. 2022 Support Staff Person of the Year Christine Zahn, Principal Library Assistant, Whiting Reading Center.
5. Approval of Minutes, Regular Meeting, November 15, 2022
6. Approval of Financial Statement, November, 2022
7. Personnel Actions
8. Action on Bill List # 12
9. Ratification of Salary Expenditures
10. Director's Report
11. Committee Reports
12. Communications
13. New Business

Resolutions

- A. Honoring Diane Colangelo, Principal Library Assistant, Lakewood Branch as she retires on January 1, 2023, after nineteen (19) years of dedicated service to the Ocean County Library;
- B. Honoring Dawn Heyson, Librarian 3, Branch Manager, Little Egg Harbor Branch as she retires on January 1, 2023, after forty-two (42) years of dedicated service to the Ocean County Library;
- C. Honoring Cathi Sheridan, Librarian 4, Branch Manager, Lakewood Branch as she retires on January 1, 2023, after twenty-five (25) years of dedicated service to the Ocean County Library;

- D. Establishing the Library Commission January Reorganization and Regular meeting dates for 2023;
- E. 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, 2023, through January 31, 2024;
- F. Authorizing the 2023 Temporary Operating Budget;
- G. Approving the Library's pension liability for 2023 with the County of Ocean in the amount of \$2,546,571.00;
- H. Closing out the Reserve Account for encumbrances against the 2021 Budget in the amount of \$157,925.52 by a transfer from (209-290-0028) to the General Library Account (209-290-0029);
- I. Establishing the Reserve Account for encumbrances against the 2022 Budget in the amount of \$4,318,797.00 by a transfer from the General Library Account (209-290-0029) to the Reserve Account (209-290-0028);

- J. 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 \$32,000.00 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 \$100,000.00 from the Technology line item in the General Library Account (209-290-0029) to the Library Automation Account (209-290-0030) for the completion of three (3) unfinished 2022 projects including new charging stations, the Library website back-end upgrade and the Administration Board Room audio-visual upgrade;
- K. Approving the establishment of petty cash funds for 2023 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);
- L. Authorizing a resolution to donate obsolete electronic equipment no longer needed to the County of Ocean's recycling program;

Bid Awards / Change Orders / Contracts

- M. Approving the renewal of the Hoopla Services Agreement with Midwest Tape for a twelve (12) month period beginning on December 15, 2022, for an amount not to exceed \$370,000.00 to be applied to future purchases;
- N. Authorizing execution of a Reciprocal Borrowing Agreement with Burlington County Library for a period of two (2) years; January 1, 2023, through December 31, 2024, at a cost of \$1.00 per net loan, amount not to exceed \$10,000.00 annually, and

Approvals

- O. Approving the 2023 Library Fund Accounts, Line Item Categories and Cost Centers;
- P. Approving holding Staff Development Day on Friday, May 12, 2023;
- Q. Approving the closing of the Library System to the public on Friday, May 12, 2023, for Staff Development Day;
- R. Approving Kayley Tezbar, the Source Water Ambassador of Central NJ to display a water barrel in the Jackson Branch from Wednesday, December 14, 2022, through Saturday, January 7, 2023, to promote a water barrel program being held at the Jackson Branch in January 2023;

Donations

- S. Accepting a donation of \$2,000.00 from the Friends of the Point Pleasant Borough Library for programming expenses at the Point Pleasant Boro Library to be spend \$1,000.00 for children's programming, \$500.00 for young adult programming, and \$500.00 for adult programming;
- T. Accepting a donation of \$1,500.00 from Thomas A. Bechler for adult programming at the Upper Shores Branch on behalf of the Grover Cleveland High School Class of 1952 in memory of Martin C. Unfried, Jr.;
- U. Accepting a donation of \$500.00 from Thomas A. Bechler for print materials on behalf of the Grover Cleveland High School Class of 1952 in memory of Martin C. Unfried, Jr. for the Upper Shores Branch.

14. Old Business

15. Public Comment

16. Closed Session for the purposes of personnel contractual matters, related to lease or acquisition of property.

17. Adjourn