

# OCEAN COUNTY LIBRARY COMMISSION

Tuesday, January 17, 2023

## AGENDA

1. Open Public Meetings Act
2. Roll Call and Announcements
3. Approval of Minutes, Regular Meeting, December 13, 2022
4. Approval of Minutes Closed Session, December 13, 2022
5. Approval of Financial Statement, December 2022
6. Personnel Actions
7. Action on Bill List #13 and #1
8. Ratification of Salary Expenditures
9. Director's Report
10. Committee Reports
  - A. Finance Committee: 2023 Ocean County Library Budget
11. Communications
12. New Business

### **Resolutions**

- A. Honoring Marilyn Riehl, Senior Library Assistant, Toms River Branch Youth Services, as she retires on February 1, 2023, after twenty-five (25) years of dedicated service to the Ocean County Library;
- B. Approving the 2023 Annual Budget in the amount of \$39,667,326.00 in dedicated tax dollars;
- C. Authorizing the Library Buyers to purchase materials, supplies and equipment for the Ocean County Library through State Contracts and pursuant to the Local Public Contracts Law and all New Jersey State Laws; and authorize the Purchasing Agent and Facilities Manager to purchase materials, supplies and equipment in the absence of the Library Buyer; and authorize the following Library titles (Library Director; Assistant Library Director, and Chief Librarian) to sign orders for the payment of goods and services relating to the Library;
- D. Authorizing the expenditure of the State Per Capita Aid account in the amount of \$327,598.00 for salaries in the 3rd pay period of 2023;

- E. Authorizing the Ocean County Library to participate in the vision care plan provided by the County of Ocean for County employees in 2023. County of Ocean Contract Number (PP2022-148);
- F. Authorizing a second solicitation of proposals for up to ten (10) Power Charging Station units throughout the library system;

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

- G. Approving year two (2) of a two (2) year contract agreement with Preferred Behavioral Health Consulting Group, Inc. for Employee Assistance Program (EAP) beginning March 1, 2023, through February 29, 2024, at a cost of \$3.60 per employee per month at a total cost not to exceed \$22,377.60 Contract Number: (C-22-01);
- H. Rejecting sole Bid from BLUUM USA, Inc. (formerly Troxell Communications, Inc) for the furnishing and delivery of Mobile Device Power Charging Stations for not meeting the bid specifications;

### **Approvals**

- I. Approving the 2023 after-hours and community events (various branches);
- J. Approving the Library Director to submit the New Jersey State Library Annual Report with the permission of the Library Commission Chairperson by the March 15, 2023 deadline;
- K. Approving the Ocean County Health Department to hold flu vaccine clinics at various Ocean County Library branches through Sunday, December 31, 2023;
- L. Approving the Ocean County Health Department to hold COVID-19 vaccine clinics at various Ocean County Library branches through Sunday, December 31, 2023;
- M. Approving the 39<sup>th</sup> Annual Staff In-Service at the Holiday Inn of Manahawkin (Mainland) on Friday, November 3, 2023;
- N. Approving a delayed opening of the Library System at 1:00 p.m. on Friday, November 3, 2023, for the 39<sup>th</sup> Annual Staff In-Service;
- O. Approving the Toms River Branch to be closed on Thursday, April 13, 2023, to the public from 12:00 p.m. to 5:00 p.m. for staff training;
- P. Approving an update to the General Policy Manual, *A.5.5 Educator Cards*;
- Q. Approving an addition to the General Policy Manual, *A.5.6 Circulation Policy*;
- R. Approving an update to the General Policy Manual, *A.6 Fines and Fees Schedule*;
- S. Ratifying the Actions of Administration approving the Friends of the Beachwood Branch to have their General Membership meeting in the Beachwood Branch before normal open hours at 9:00 a.m. on Friday, January 6, 2023;
- T. Approving the Friends of the Beachwood Branch to have their meetings in the Beachwood Branch before normal open hours on the following Friday's from 9:00 a.m. to 10:00 a.m. on the following dates: March 3, 2023, May 5, 2023, September 1, 2023, and October 6, 2023;
- U. Approving the Library to partner with Lacey Township High School to provide a Structured Learning Experience for a student with learning disabilities;

## **Donations**

- V. Accepting a donation of \$500.00 from the Hecht Family Foundation to be used at the discretion of the Toms River Branch.

13. Old Business

14. Public Comment

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

16. Adjourn