

OCEAN COUNTY LIBRARY COMMISSION

Tuesday, February 21, 2023

AGENDA

1. Open Public Meetings Act
2. Pledge of Allegiance
3. Roll Call and Announcements
 - A. Re-appointment of Commission Susan L. Hutler for a five (5) year term
4. Approval of Minutes, Reorganization Meeting, January 17, 2023
5. Approval of Minutes, Regular Meeting, January 17, 2023
6. Approval of Minutes, Closed Session, January 17, 2023
7. Approval of Financial Statement, January 2023
8. Personnel Actions
9. Action on Bill List #2
10. Ratification of Salary Expenditures
11. Director's Report
12. Communications
 - A. Letters from the Ocean County Board of Elections and the Manchester Township Clerk of January 25, 2023, requesting the use of the Manchester Branch as a polling location on June 6, 2023, and November 7, 2023.
13. New Business

Resolutions

- A. Honoring Nancy Bierbrauer, Administrative Clerk, Administration as she retires on March 1, 2023, after over eighteen (18) years of dedicated service to the Ocean County Library;
- B. Honoring Mary Jean "Jeannie" Collacott, Librarian 4, Young Adult Services Coordinator, as she retires on March 1, 2023, after over seventeen (17) years of dedicated service to the Ocean County Library;
- C. Honoring Karen Kierst, Senior Library Assistant, Little Egg Harbor Branch, as she retires on March 1, 2023, after over twenty-six (26) years of dedicated service to the Ocean County Library;

- D. Authorizing a resolution to donate obsolete electronic equipment no longer needed to the County of Ocean's recycling program;
- E. Authorizing the Library Director or her designee to prepare and advertise soliciting of formal public bids for Outdoor Library Book Drops and Carts for various library branches;

Bid Awards / Change Orders / Contracts

- F. Authorizing an agreement with Communico, LLC for managing digital signs and providing a mobile application for the Library from SHI International Corp. under the New Jersey Cooperative Purchasing Contract, Contract #CK04, Subcontract #22-24 for a two (2) years at an annual cost of \$37,479.00;
- G. Amending the Janitorial Services Contract # (C-22-05) by approving an increase to the Lakewood Branch's Janitorial Services monthly hours by adding One Hundred Twenty-Eight (128) hours for a new monthly total of Two Hundred Seventy-Two (272) hours, an increase in cost of \$16,227.84 for the period of March 1, 2023, through August 31, 2023;
- H. Authorizing an Award of Bid for the furnishing of Automatic Door System Service and Repairs to the Ocean County Library System to Automatics Unlimited with a cost not to exceed \$75,000.00 for the period of March 1, 2023, through February 29, 2024, with a second year renewable option. Contract Number: (C-23-01);

Approvals

- I. Approving the State of New Jersey's Motor Vehicle Commission's Mobile DMV Unit to park at the Jackson Branch once a month;
- J. Approving a correction to the General Policy Manual, *A.5.6 Circulation Policy* by correcting the loan period of Books, non-fiction videos, CD-ROMs, spoken word and music CDs, cassettes from forty (40) days to twenty-one (21) days;
- K. Approving setting a suggested donation for 2023 National Library Week T-Shirts, both men's and women's between \$5.50 and \$6.25 for small, medium, large, and extra-large sizes, and between \$7.50 to \$16.50 for 2XL through 6XL sizes;
- L. Approving setting a suggested donation for 2023 National Library Week "Hoodies", both men's and women's between \$20.00 and \$22.00 for small, medium, large, and extra-large sizes, and between \$23.00 and \$35.00 for 2XL through 6XL sizes;
- M. Approving the Brick Branch to attend the POAC Walk for a difference at ShoreTown Ballpark on Sunday, May 7, 2023, from 11:00 a.m. to 2:00 p.m.;
- N. Approving Girl Scout Troop 267 to have a collection box at the Little Egg Harbor Branch during the month of March 2023, to collect items to create "Birthday Bags" to donate to the local food banks;
- O. Approving the Little Egg Harbor Branch to host off-site programs at the Little Egg Harbor Freedom Fields in collaboration with the Ocean County Parks Department Naturalists for four (4) programs that are would be scheduled on Wednesday, April 12, 2023, at 10:00 a.m. and 1:00 p.m. and also on Monday, August 7, 2023, at 10:00 a.m. and 1:00 p.m.;
- P. Approving the Little Egg Harbor Branch to host two (2) off-site programs at Little Egg Harbor's Graveling Point in collaboration with the AmeriCorps New Jersey Watershed Ambassador's Program on Thursday, June 29, 2023, at 1:30 p.m. and 2:30 p.m.;

- Q. Approving the Little Egg Harbor Branch to donate homemade t-shirt dog toys to the Friends of the Ocean County Animal Shelter's Southern location. These items would be made during the summer months and donated in late August 2023;
- R. Approving the Tuckerton Library Association to host an Open House on Wednesday, April 19, 2023, and the Tuckerton Branch to be open to the public from 7:00 p.m. to 9:00 p.m.;

Donations

- S. Accepting a donation of \$500.00 from Anthony Horan for the Rose T. Horan Silent Reading Tower;
- T. Accepting a donation of \$3,970.00 from the State of NJ Local Library Support Fund to be used at the Library's discretion;
- U. Accepting a donation of \$200.00 from Gail B. Brandli in Memory of Margaret Balbo to be used at the discretion of the Barnegat Branch;
- V. Accepting a donation of \$5,000.00 from the Friends of the Brick Library to be used at the discretion of the Brick Branch;
- W. Accepting a donation of \$300.00 from the Friends of the Jackson Library to be used for Juvenile Programs at the Jackson Branch;
- X. Accepting a donation of \$2,520.58 from the Friends of the Lakewood Library of OCL to be used at the discretion of the Lakewood Branch;
- Y. Accepting a donation of \$500.00 from the GCSANJ in Memory of Margaret Kennedy to the be used at the discretion of the Toms River Branch;
- Z. Accepting a donation of \$200.00 from Rita & Richard Herber to be used to purchase print materials at the Toms River Branch;
- AA. Accepting a donation of \$1,100.00 from the Tuckerton Library Association to be used at the discretion of the Tuckerton Branch;
- BB. Accepting a donation of \$500.00 from Mary Gibbons to be used at the discretion of the Upper Shores Branch;
- CC. Accepting a Powell Mini Logo Skateboard from David L. Broughton for the Stafford Branch, estimated value is \$150.00.

- 14. Old Business
- 15. Public Comment
- 16. Closed Session for the purposes of matters related to lease or acquisition of property and discussion of security tactics at library branches.
- 17. Adjourn