

# OCEAN COUNTY LIBRARY COMMISSION

Tuesday, February 18, 2025

## AGENDA

1. Open Public Meetings Act
2. Pledge of Allegiance
3. Roll Call and Announcements
4. Approval of Minutes, Reorganization Meeting, January 21, 2025
5. Approval of Minutes, Regular Meeting, January 21, 2025
6. Approval of Minutes, Closed Session, January 21, 2025
7. Approval of Financial Statement, January 2025
8. Personnel Actions
9. Action on Bill List #2
10. Ratification of Salary Expenditures
11. Director's Report
12. Committee Reports
13. Communications
14. New Business

### **Resolutions**

- A. Honoring Marguerite Dugas, Librarian 3, Jackson Branch Information Services as she retires on March 1, 2025, after over nineteen (19) years of dedicated service to the Ocean County Library;
- B. Honoring Susan Richardson, Senior Library Assistant, Manchester Branch Circulation as she retires on March 1, 2025, after twenty-five (25) years of dedicated service to the Ocean County Library;
- C. Authorizing soliciting of public bids for moving services for the Stafford Branch Library;
- D. Approving the grand opening of the JBJ Soul Kitchen Pop-Up in the Library Café at the Toms River Branch of the Ocean County Library;
- E. Authorizing soliciting of Request for Proposals for a Move Management Consulting Services;

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

- F. 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, 2025, through February 28, 2026, at a cost of \$3.70 per employee per month at a total cost not to exceed \$23,310.00. Contract Number: (C-24-01);
- G. Authorizing an agreement with Communico, LLC for software to centrally manage the Library's digital signage displays, facilitate library staff and customers to create, manage, and register for library programs and meeting rooms, and to provide a mobile app to library patrons from SHI International Corps. under the New Jersey Cooperative Purchasing Alliance Contract, Contract Number: CK04, Subcontract Number: 24-38 for a two (2) year agreement at an annual cost of \$72,930.70;
- H. Authorizing a new agreement with Verizon through the New Jersey State Library's JerseyConnect program;

### **Approvals**

- I. Approving setting a suggested donation for 2025 National Library Week T-Shirts, both men's and women's \$10.00 for small, medium, large, and extra-large sizes, and between \$12.00 to \$16.00 for 2XL through 5XL sizes;
- J. Approving setting a suggested donation for 2025 National Library Week "Sweatshirts", both men's and women's between \$23.00 and \$25.00 for small, medium, large, and extra-large sizes, and between \$26.00 and \$33.00 for 2XL through 5XL sizes;
- K. Approving the Homebound & Volunteer Services Department to have collection bins in the following branches during March 2025 to collect toiletry items to be distributed to the two (2) Ocean County Department of Children and Families locations: Barnegat Branch, Plumsted Branch, Stafford Branch, Toms River Branch, and the Waretown Branch;
- L. Approving the Stafford Branch to attend the Beach Haven West Civic Association's afterhours monthly meeting on Friday, February 21, 2025, at 7:00 p.m.;

### **Donations**

- M. Accepting a grant in the amount of \$3,000.00 from the Ocean County Library Foundation for the OceanFirst Foundation's 2024 Arts & Cultural Grant;
- N. Accepting a \$2,000.00 donation from the Friends of the Brick Library to be used for adult programming at the Brick Branch;
- O. Accepting a \$500.00 donation from the Friends of the Brick Library to be used for young adult programming at the Brick Branch;
- P. Accepting a \$1,000.00 donation from the Friends of the Brick Library to be used for children's programming at the Brick Branch;
- Q. Accepting a \$2,545.00 donation from the Friends of the Island Library to be used at the discretion of the Long Beach Island Branch;
- R. Accepting a donation of \$654.00 from the Friends of the Island Library to purchase a new Whirlpool refrigerator for the Long Beach Island Branch;

- S. Accepting a donation of \$300.00 from the Friends of the Plumsted Library to be used for adult programming at the Plumsted Branch;
- T. Accepting a donation of \$895.00 from the Friends of the Plumsted Library to be used for children's programming at the Plumsted Branch;
- U. Accepting a donation of \$305.00 from the Friends of the Plumsted Library to be used for programming supplies at the Plumsted Branch;
- V. Accepting a donation of \$900.00 from the Tuckerton Library Association to be used at the discretion of the Tuckerton Branch.

- 15. Old Business
- 16. Public Comment
- 17. Closed Session – No Closed Session.
- 18. Adjourn