

# OCEAN COUNTY LIBRARY COMMISSION

Tuesday, January 19, 2016

## AGENDA

- I. Open Public Meetings Act
- II. Roll Call and Announcements
- III. Introduction of
  - A. 2015 Librarian of the Year Dawn Heyson, Librarian 2, Lacey Branch
  - B. 2015 Support Staff Person of the Year, Carla Hendrickson, Principal Library Assistant, Plumsted Branch
  - C. 2015 Director's Award for Excellence, Kelly-Ann Pennell, Librarian 3, Branch Manager, Little Egg Harbor Branch  
2015 Director's Award for Excellence, Harry Applegate, Administrative Clerk
- IV. Approval of Minutes, Regular Meeting, December 21, 2015
- V. Approval of Financial Statement, December 2015
- VI. Personnel Actions
- VII. Action on Bill List #13 and #1
- VIII. Ratification of Salary Expenditures
- IX. Director's Report
  - A. Collections & Circulation
  - B. NJ Department of Labor and Workforce Development Grants
  - C. Updates
    - Toms River Carpeting Project
- X. Communications
- XI. New Business

### **Resolutions**

- A. Authorize a resolution honoring Desmond Slade, Facilities Department, who is retiring on February 1, 2016, after 10 years of service with the Ocean County Library;
- B. Authorize an 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 a twelve (12) month period of February 1, 2016, through January 31, 2017;
- C. Authorize the expenditure of the State Per Capita Aid account in the amount of \$251,616.00 for salaries in the 3<sup>rd</sup> pay period of 2016;

- D. Authorize the Library Buyer 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 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;
- E. Authorize a resolution to solicit formal proposals for a new Employee Assistance Plan (EAP);
- F. Authorize the Library to apply for the New Jersey Department of Labor and Workforce Development (LWD) Career Connections Grant for Uniform Guidance and Job Search Assistance in the amount of \$50,000.00;
- G. Authorize the Library to apply for the New Jersey Department of Labor and Workforce Development (LWD) Adult Literacy and Community Library Partnership Pilot Program grant in the amount up to \$100,000.00;
- H. Approve the use of the Civil Service Title Principal Personnel Technician;

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

- I. Approve the 2<sup>nd</sup> year renewal option for landscaping and snow removal services commencing April 1, 2016, for a one (1) year period as follows;
  - Region II (B, PX, P, UP) – Clean Cut Lawn Care – yearly cost- \$13,750.00;
  - Region III (BKY, LA, WA, BGT, BD) – Clean Cut Lawn Care – yearly cost- \$27,575.00;
  - Region IV (STF, TU, LBI, LEH) Dependable Land Maintenance – yearly cost - \$22,627.00
  - Region V (PL, MA, JA, LAK) Clean Cut Lawn Care – yearly cost - \$24,680.00;
- J. Approve the Award of Bid for Security Camera Equipment to NJ Business systems in the amount of \$42,710.00;

#### **Approvals**

- K. Approve the Library Director to submit the New Jersey State Library Annual Report with the permission of the Library Commission Chairperson by the March 15, 2016, deadline;
- L. Approve a one (1) month extension of borrowing privileges to Burlington County Library cardholders pending renewal of the reciprocal borrowing agreement;
- M. Approve a one (1) month extension of borrowing privileges to Monmouth County Library cardholders pending renewal of the reciprocal borrowing agreement;
- N. Approve the Ocean County Library's System Friends of the Library Steering Committee to host a Mahjong Tournament on Wednesday, April 20, 2016, from 8:00 a.m. to 4:30 p.m. at the Toms River Branch and to charge a registration fee of \$40.00;
- O. Approve library vehicles driven by approved staff to shuttle Mahjong Tournament participants on Wednesday, April 20, 2016, from the Ocean County Parking Deck to the Toms River Branch from 8:00 a.m. to 8:30 a.m. and also from 4:00 p.m. to 4:30 p.m.;
- P. Approve the Jackson Women of Today's Food Pantry to place a collection bin at the Jackson Branch from Monday, February 1, 2016, through Monday, February 29, 2016;

- Q. Approve the Lacey Friends of the Library to donate a tree and have it placed on library property honoring recently deceased Friends Vice President, Janet Siecke;
- R. Approve the Toms River Branch to be open after hours on Saturday, April 23, 2016, from 5:00 p.m. to 10:00 p.m. for the 10<sup>th</sup> Annual Student Film Festival;

**Donations**

- S. Accept a donation of \$200.00 from The Hecht Family Foundation for the Library;
  - T. Accept a donation of \$6,500.00 from the Friends of the Brick Library for Adult, Young Adult, and Youth Services programming at the Branch;
  - U. Accept a donation of a Mobile Feature Gondola Display that the Friends of the Stafford Branch have requested to purchase valued at \$1,219.99 for the Branch;
  - V. Accept a donation of \$275.00 from the Ocean County Genealogical Society for the Toms River Information Services Department.
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- XII. Old Business
  - XIII. Public Comment
  - XIV. Closed Session: None needed at this time.
  - XV. Adjourn