

# OCEAN COUNTY LIBRARY COMMISSION

Tuesday, July 19, 2016

## AGENDA

1. Open Public Meetings Act
2. Roll Call and Announcements
3. Approval of Minutes, Regular Meeting, May 17, 2016
4. Approval of Financial Statement, May 2016
5. Approval of Financial Statement, June 2016
6. Personnel Actions
7. Ratification of Bill List #6
8. Action on Bill List #7
9. Ratification of Salary Expenditures to be paid May 2016
10. Ratification of Salary Expenditures to be paid June 2016
11. Director's Report
12. Communications
13. New Business

### **Resolutions**

- A. Ratify the actions of administration authorizing the Library to accept a grant in the amount of \$50,000.00 from the New Jersey Department of Labor and Workforce Development for the New Jersey Libraries Career Connection Grant for Uniform Career Guidance and Job Search Assistance Services;
- B. Ratify the actions of administration authorizing the Library to accept a grant in the amount of \$2,500.00 from the Kearney Bank Foundation for the Lacey Branch for programming at the Branch for our special needs population;
- C. Ratify the actions of administration authorizing the Library Director or her designee to solicit Public Bids for the provision of Janitorial Services for eighteen (18) Library locations commencing Thursday, September 1, 2016;
- D. Ratify the actions of the Library Director to approve an amended Interdepartmental Agreement with the Ocean County Department of Juvenile Services from October 19, 2015, rescinding the added amount of Five Thousand dollars (\$5,000.00), which then reduces the total amount to the original Eight Thousand Dollars (\$8,000.00);
- E. Authorize a resolution honoring Joanne Grandits, Librarian 2, Berkeley Branch, who is retiring on August 1, 2016, after 26 years of service with the Ocean County Library;
- F. Authorize a resolution to have Jennifer Woodman, Ocean County Library Budget Officer, assume the role of custodian for petty cash for the Library with a cap of \$1,250.00;

- G. Approve the use of the Civil Service title Manager 1 Information Processing, Level 1;

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

- H. Approve Award of Bid for an Automated Laptop/Tablet Self-Checkout Station for the Brick Branch to Java Connections, LLC dba LaptopsAnytime in the amount of \$39,092.50;

### **Approvals**

- I. Ratify the actions of administration by approving a partnership with the New Jersey Department of Environmental Protection (NJDEP) to host the Rain Barrel Challenge at select branches from the months of July through October 2016;
- J. Ratify the actions of administration by approving a partnership with the NJ State Library Talking Book and Braille Center (TBBC) and the NJ Commission for the Blind and Visually Impaired (CBVI) to participate in the Library Equal Access Program (LEAP) at the Toms River Branch.
- K. Ratify the actions of administration by approving the closing the Brick Branch at 3:00 p.m. on Saturday, September 17, 2016, to set-up for the Ocean County Library Foundation's Art Show / Sale Fundraising Event;
- L. Ratify the actions of administration by approving the Brick Branch to be open after hours on Saturday, September 17, 2016, from 5:00 p.m. to 11:30 p.m. for the Ocean County Library Foundation's Art Show / Sale Fundraising Event;
- M. Ratify the actions of administration by approving the Knights of Columbus' Bread from Heaven Café to place a food collection bin at the Jackson Branch from July 1, 2016, through July 30, 2016;
- N. Ratify the actions of administration by approving the Kiwanis Club of Long Beach Island to place a collection bin at the Long Beach Island Branch to collect new socks for the homeless to be distributed to local Ocean County shelters from October 1, 2016, through October 31, 2016;
- O. Ratify the actions of administration by approving a partnership between the Plumsted Branch and the New Egypt MOMS (Moms Offering Moms Support) for a collection bin to be placed in the Branch from Tuesday, July 5, 2016, through Friday, August 5, 2016, for their annual campaign, "Pack the Sack" to help local children and their families with school supplies for the upcoming school year;
- P. Ratify the actions of administration by approving the closing of the Toms River Branch at 3:00 p.m. on Friday, January 27, 2017, to set-up for the Ocean County Library Foundation's Miniature Golf Fundraising Event;
- Q. Ratify the actions of administration by approving the Toms River Branch to be open after hours on Friday, January 27, 2017, from 5:00 p.m. to 11:30 p.m. for the Ocean County Library Foundation's Miniature Golf Fundraising Event;
- R. Ratify the actions of administration by authorizing the Ocean County Library Foundation to collect a nominal fee for tickets for a family miniature golf event at the Toms River Branch on Saturday, January 28, 2017;
- S. Approve the Ocean County Library's System Friends of the Library Steering Committee to host a Mahjong Tournament on Wednesday, September 28, 2016, from 8:30 a.m. to 4:30 p.m. and permit participants to be admitted into the Toms River Branch at 8:00 a.m. before normal library hours and to charge a registration fee of \$40.00;

- T. Approve library vehicles driven by approved staff to shuttle Mahjong Tournament participants on Wednesday, September 28, 2016, from the Ocean County Parking Garage 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.;
- U. Approve the Friends of the Ocean County Library to charge \$25.00 each for up to fifty (50) VIP tickets for an author reception prior to the James J. Mancini Memorial Author Program of Adriana Trigiani on Tuesday, October 25, 2016;
- V. Approve the Long Beach Island Branch to be open after hours on Sunday, October 16, 2016; from 1:00 p.m. to 6:00 p.m. for the Annual Friends of the Island Library Open House;
- W. Approve Tony Vicotelli, to film scene for his upcoming short film at the Toms River Branch under the direction of the Library Director
- X. Approve a revision to the Ocean County Library's Personnel Policy Manual, B.8.d – Education Opportunities;
- Y. Approve an addition to the Ocean County Library's Personnel Policy Manual, B.3.b - Background Checks;

### **Donations**

- Z. Accept a \$500.00 donation from the Friends of the Lacey Library to pay for partial landscaping and a memorial plaque In Memory of Janet Siecke;
- AA. Accept a \$400.00 donation from the Friends of the Toms River Library to purchase two bicycles and Legos for Summer Reading prizes.
- BB. Accept 75 best-selling Dover Thrift Edition books from Dover Publications for giveaways at the Lakewood Blue Claws game on August 30;
- CC. Accept a \$336.00 donation from the Friends of the Beachwood Library for 12 Mity Lite Chairs for the Beachwood Branch;
- DD. Accept a \$200.00 donation from the Lion's Club of Stafford to purchase large print items for customers with vision impairments for the Stafford Branch.

14. Old Business

15. Public Comment

16. Closed Session for the purpose of Legal Counsel's review of lease agreement.

17. Adjourn