

OCEAN COUNTY LIBRARY COMMISSION  
MINUTES OF REGULAR MEETING  
Tuesday, February 16, 2016

Attendees: Ocean County Library Commission  
Heather Barone  
Susan Hutler  
Henry J. Mancini  
Ruthanne Scaturro

Absent: Sal Baglio  
Bonnie R. Peterson

Other Attendees: Jack Sahradnik, Library Counsel  
Susan Quinn, Library Director  
Sara Hansen, Assistant Library Director  
Rita Oakes, Chief Librarian, Branch Services  
Zarita Mattox, Chief Librarian, Toms River Branch  
Jeri Gunther, Chief Librarian, Operations  
Joseph Cahill, Maintenance Supervisor  
David Evans, Information Processing Manager  
Jennifer Doderer, Personnel Director  
Jennifer Woodman, Budget Officer  
Harry Applegate, Administration

Arrived during Closed Session:  
Commissioner Christopher Mullins  
Labor Counsel Robert Greitz

Presiding: Henry J. Mancini, Acting Chairperson

Mr. Mancini read the Open Public Meetings Act at 4:00 p.m.

A. In compliance with the Open Public Meetings Act of the State of New Jersey, adequate notice of this meeting of the Ocean County Library Commission was provided in the following manner:

1. On December 22, 2015, advance notice of this meeting was posted on the Bulletin Board located in the entrance hall of the Ocean County Library, 101 Washington Street, Toms River, NJ;
2. On December 31, , 2015, advance written notice of this meeting was published in the *Asbury Park Press*;
3. On December 22, 2015, advance written notice of this meeting was filed with the Clerk of the County of Ocean;
4. On December 22, 2015, advance written notice of this meeting was mailed to all persons who, according to the records of the Ocean County Commission, paid for such notices on or after December 22, 2015.

I. Roll Call and Announcements

II. Approval of Minutes, Reorganization Meeting, January 19, 2016 (Copy on file, Library Administration Office)

Motion to approve: Mrs. Scaturro  
Second: Mrs. Barone

Roll Call: Ayes: Mrs. Barone, Mrs. Scaturro, Mr. Mancini  
Abstained: Mrs. Hutler

Passed unanimously

III. Approval of Minutes, Regular Meeting, January 19, 2016 (Copy on file, Library Administration Office)

Motion to approve: Mrs. Scaturro  
Second: Mrs. Barone

Roll Call: Ayes: Mrs. Barone, Mrs. Scaturro, Mr. Mancini  
Abstained: Mrs. Hutler

Passed unanimously

IV. Approval of Financial Statement, January, 2016 (Copy on file, Library Administration Office)

Motion to approve: Mrs. Hutler  
Second: Mrs. Barone

Roll Call: Ayes: Mrs. Barone, Mrs. Hutler, Mrs. Scaturro, Mr. Mancini

Passed unanimously

V. Personnel Actions (Copy on file, Library Administration Office)

Motion to approve: Mrs. Scaturro  
Second: Mrs. Barone

Roll Call: Ayes: Mrs. Barone, Mrs. Hutler, Mrs. Scaturro, Mr. Mancini

Passed unanimously

VI. Approval of Bill Certificate List #2. (Copy on file, Library Administration Office)

Motion to approve: Mrs. Hutler  
Second: Mrs. Barone

Roll Call: Ayes: Mrs. Barone, Mrs. Hutler (Abstained from Lacey Board of Ed),  
Mrs. Scaturro, Mr. Mancini

Passed unanimously

## VII. Ratification of Salary Expenditures (Resolution on file, Library Administration Office)

Motion to approve: Mrs. Scaturro  
 Second: Mrs. Barone

Roll Call: Ayes: Mrs. Barone, Mrs. Hutler, Mrs. Scaturro, Mr. Mancini

Passed unanimously

## VIII. Director's Report

Ms. Quinn said that the carpeting renovation project at the Toms River Branch was completed and funding for the project was provided through County Capital funds. She thanked Joe Cahill and his team for their work on the carpet project and noted that library customers have complimented the library on the improvement.

Ms. Quinn said the 2015 NJ State Library Annual Data Collection Report that is used for the State's Per Capita State Aid is due on March 15, 2016, the day of the March Commission Meeting. She noted the Commission previously approved the submittal of this report under the direction of the Commission Chair in January. Ms. Quinn asked the Commission to review and provide comment on the draft report. She thanked Chief Librarian Jeri Gunther for her hard work in coordinating this project noting this was her first year doing the report.

The Friends of the Library have requested an after-hours event with bestselling author Adriana Trigiani. Ms. Quinn said this author's books have high circulation in the library system. This is Item "K" under Approvals on the Agenda.

## IX. Communications

Ms. Quinn noted the library received a letter and corresponding resolution from the Borough of Beachwood stating that they adopted our Smoke and Tobacco Free Library Campus Policy for the Beachwood Branch.

## X. New Business

### Resolutions

- A. Authorize the Library to apply for the Walmart Foundation's Community Grant Program to enhance our MakerSpace area to ensure a more productive future through new technology programs in the amount of \$2,500.00;

### Bid Awards / Change Orders / Contracts

- B. Approve a two (2) contract agreement with Preferred Behavioral Health Consulting Group, Inc. for Employee Assistance Program (EAP) beginning March 1, 2016 through February 28, 2018, at a first year (March 1, 2016, through February 28, 2017) cost of \$3.27 per employee per month at a total cost not to exceed \$22,759.20;

- C. No qualified bids were received for Web Design Services twice. In accordance with N.J.S.A. Chapter 40A:11-5 the Library's Buyer is given authority to enter into a negotiated contract with CMS Website Services to provide these services;
- D. Approve award of bid to Automatics Unlimited to provide and install Replacement Entry Doors for the Toms River Branch in the amount of \$47,800.00;

### **Approvals**

- E. Approve a one (1) month extension of borrowing privileges to Monmouth County Library cardholders pending renewal of the reciprocal borrowing agreement;
- F. Approve the Library Director and Chairman of the Ocean County Library Commission to sign and submit the 2016 Public Library Data Service (PLDS) by the deadline of March 31, 2016;
- G. Approve the Homebound and Volunteer Services Department to have an off-site system wide volunteer appreciation awards celebration at the Beachwood Community Center on Thursday, April 21, 2016;
- H. Approve the Long Beach Island Branch to collect food and accessory items for the Southern Ocean County Animal Shelter from Tuesday, March 1, 2016, through Thursday, March 31, 2016;
- I. Approve the Long Beach Island Branch to join the Long Beach Island Chamber of Commerce, the membership fee is waived for nonprofits;
- J. Approve the Plumsted Branch to collect food items for the Helping Hands Food Pantry in New Egypt from Tuesday, March 1, 2016, through Thursday, March 31, 2016;
- K. Approve the Toms River Branch to be open after hours on Saturday, May 7, 2016, from 5:00 p.m. to 10:00 p.m. for "An Evening with Adriana Trigiani" Ocean County Library Friends author event;
- L. Approve the Friends of the Ocean County Library to charge \$80.00 for VIP tickets and \$40.00 for general admission tickets for "An Evening with Adriana Trigiani" author event on Saturday, May 7, 2016;
- M. Approve the Tuckerton Branch to be open after hours on Thursday, April 14, 2016, for the Tuckerton Library Association's annual open house. This was previously at the December 21, 2015, Commission Meeting for Thursday, April 21, 2016;
- N. Approve an update to the Ocean County Library's Personnel Policy, Section B.21 Family and Medical Leaves of Absence Policy;
- O. Approve setting a suggested donation for 2015 National Library Week T-Shirts, both men's and women's between \$5.00 and \$15.00 for small, medium, large, and extra-large sizes, and between \$5.00 to \$20.00 for XXL and 3XL sizes;

### **Donations**

- P. Accept a \$500.00 donation from Anthony Horan to the Library in Memory of his mother, Rose Horan;
- Q. Accept a \$200.00 donation from Lorraine and Robert Henry to the Library;

- R. Accept a \$300.00 Charitable Grant from the Renzulli Charitable Trust in memory of Victoria J. Mastrobuono from Libero and Giuliana Renzulli for the Bay Head Reading Center;
- S. Accept 350 boxes of markers from Shachihata, a local Lakewood business for the Lakewood Branch, valued at approximately \$350.00, for the Lakewood Branch;
- T. Accept a framed 18" x 22" color photograph called *Frozen Catch* from Southern Regional High School student, Amanda McClellan valued at \$100.00 for the Long Beach Island Branch;
- U. Accept two (2) large banners that are color reproductions of the Route 35 Lavallette Business district circa 1940's that measure 67" x 43" from Lavallette Heritage Committee Chair Denise Wirth total value is \$300.00;
- V. Accept a \$812.28 donation from the Friends of the Waretown Library to be used at the discretion of the Branch;
- W. Accept a \$1,000.39 donation from the Friends of the Stafford Library to pay for display furniture that was approved for purchase at the January 19, 2016, Library Commission Meeting.

Approval of Items A. through W.:

Motion to approve: Mrs. Hutler  
 Second: Mrs. Scaturro

Roll Call: Ayes: Mrs. Barone, Mrs. Hutler, Mrs. Scaturro, Mr. Mancini

Passed unanimously

XI. Old Business

XII. Public Comment

XIII. Closed Session for the purpose of contractual matters.

Motion to approve: Mrs. Hutler  
 Second: Mrs. Scaturro

Roll Call: Ayes: Mrs. Barone, Mrs. Hutler, Mrs. Scaturro, Mr. Mancini

Passed unanimously

Commissioner Christopher Mullins and Labor Counsel Robert Greitz arrived at this time.

Move to Return to Open Session:

Motion to approve: Mrs. Hutler  
 Second: Mrs. Scaturro

Roll Call: Ayes: All members answered Aye

Passed unanimously

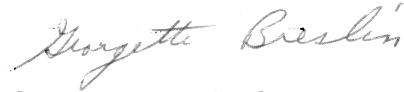
XIV. Move to adjourn: Mrs. Scaturro  
Second: Mrs. Barone

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 4:39 p.m.

Respectfully submitted,



Georgette Breslin, Secretary  
Ocean County Library Commission