

OCEAN COUNTY LIBRARY COMMISSION  
MINUTES OF REGULAR MEETING  
Tuesday, March 15, 2016

Attendees: Ocean County Library Commission  
Sal Baglio, Chairperson  
Heather Barone  
Susan Hutler  
Henry J. Mancini  
Christopher Mullins  
Ruthanne Scaturro

Absent: Bonnie R. Peterson

Other Attendees: Edward Feurey, Library Counsel  
Susan Quinn, Library Director  
Sara Hansen, Assistant Library Director  
Rita Oakes, Chief Librarian, Branch Services  
Jeri Gunther, Chief Librarian, Operations  
Joseph Cahill, Maintenance Supervisor  
David Evans, Information Processing Manager  
Jennifer Doderer, Personnel Director  
Jennifer Woodman, Budget Officer  
Deborah Blackwell, Training Coordinator  
Harry Applegate, Administration  
Chris Barnes, Public Relations  
Beverly Cairns, Long Beach Island Branch  
Karen Kierst, Long Beach Island Branch

Presiding: Henry Mancini, Acting Chairperson

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

- I. 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.

II. Roll Call and Announcements

A. Re-appointment of Commissioner Sal Baglio

Legal Counsel Edward Feurey swore in Sal Baglio to another five (5) year term as Commissioner.

The meeting was turned over to Mr. Baglio.

Mr. Baglio asked to approve Item "A" under New Business at this time. He called Beverly "Ginger" Cairns up and congratulated her on all of her accomplishments in her 28 years at the library.

Motion to approve Item "A": Mr. Mancini  
Second: Mrs. Scaturro

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

Passed unanimously

III. Approval of Minutes, Regular Meeting, February 16, 2016 (Copy on file, Library Administration Office)

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

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

Passed unanimously

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

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

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

Passed unanimously

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

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

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

Passed unanimously

VI. Approval of Bill Certificate List #3. (Copy on file, Library Administration Office)

Motion to approve: Mr. Mancini

Second: Mrs. Hutler

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

Passed unanimously

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

Motion to approve: Mrs. Hutler

Second: Mrs. Scaturro

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

Passed unanimously

VIII. Director's Report

Ms. Quinn shared pictures of a program at the library with students from the Toms River Autism Academy and noted the program was sponsored by the Curiosity Creates Grant, part of a grant received from the Association for Library Services to Children, a division of ALA, and made possible through a generous donation from Disney. Ms. Quinn said that Ocean County Library's Young Adult and Youth Services teams created a project called Curiosity Creates Maker Kits for the grant. Ms. Quinn said that a picture is worth a thousand words in showing how much of an impact our library staff makes on residents' lives, especially with this particular school. Ms. Quinn shared a letter from a teacher to the parents of the students noting a great trip to the Toms River Library. Library staff broke out the sidewalk chalk, musical instruments and bubbles, and the kids had a great time. Ms. Quinn said this is a sample of the grant in action.

Ms. Quinn spoke with Marshall Kern of the Toms River Business Improvement District (TRBID) and Chief Librarian Zarita Mattox about an opportunity to display sculptures created by local artist Brian Hanlon around Toms River. Mr. Kern organized a successful town wide Seward Johnson sculpture display last year, and is hoping to use a similar plan with these sculptures this year. Mr. Hanlon creates various sculptures nationwide and also creates sculptures for the National Basketball Association. The sculptures chosen will relate to sports, which will tie in with this year's Summer Reading theme of athletics and sports entitled "On your Mark, Get Set ... READ!" Ms. Quinn noted the library's circulation increased during last year's sculpture exhibit. Ms. Quinn asked for Commission approval to work with Zarita Mattox, the Ocean County Library Foundation, Foundation liaison Commissioner Scaturro, and Library Legal Counsel to help make this happen.

Ms. Quinn has been in touch with the Monmouth County Library Director regarding our reciprocal borrowing agreement (Item "F" under New Business). Monmouth County Library is looking to lower the cap from \$25,000 to \$10,000 for the three (3) year agreement. Our

circulation stats have been averaging between \$6,000 and \$12,000, so this is a reasonable request. The agreement is \$1.00 per loan for physical materials. Ms. Quinn asked for Commission feedback during the continued negotiations and noted the agenda is asking for a one (1) month extension to allow us to complete this process. Mr. Mullins asked if we could approve the one month extension of the agreement and offer the lower cap for negotiations.

Motion to authorize the Library Director to enter into a three (3) year Reciprocal Borrowing Agreement with the Monmouth County Library, not to exceed \$10,000 a year: (new Item "R" under New Business)

Second: Mr. Mullins  
Mrs. Hutler

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

Passed unanimously

Ms. Quinn mentioned the new item "E" under Resolutions. There is a need for a Request for Proposal (RFP) for repairs to the Toms River Branch air conditioning system. Ms. Quinn noted that Mr. Cahill has tried to make repairs to the air conditioning units and the two chillers necessary to cool the building but they are still not working properly.

Mr. Mullins asked if the County had a contract that we could make use of. Ms. Quinn said we have been using the County to try to make repairs, but it isn't working, and she needs to call the County. Ms. Quinn requested that the Commission approve so we can contact architectural services to do the RFP now to avoid another month's delay. Ms. Quinn will keep the Commission informed about the project.

#### IX. Communications

#### X. New Business

#### Resolutions

- A. Authorize a resolution honoring Beverly (Ginger) Cairns, Senior Library Assistant, Long Beach Island Branch, who is retiring on April 1, 2016, after over 28 years of service with the Ocean County Library;
- B. Authorize execution of an agreement with the County of Ocean for full, equal member participation in the County's Self-insured and Excess Liability Programs to include \$11,145.00 for the Self-Insured General Liability Program, \$25,845.00 shall be paid and will be credited as one year premium payment towards the Excess General Liability Program, \$116.00 per vehicle and \$226.00 per vehicle for principal damage coverage; a per occurrence deductible of \$500.00 is applicable. An amount of \$863.00 shall be paid and shall be credited as a one year premium payment for Excess Automobile Liability Program, \$36,267.00 for the Property Insurance Premium and \$783.00 for the Fine Arts Floater. Excess Policy deductibles for these coverages are \$100,000.00 for most perils for the period of April 1, 2016 through March 31, 2017;

- C. Authorize an Intergovernmental Agreement with the Ocean County Board of Chosen Freeholders, Ocean County Human Services Department to provide additional funding up to \$500.00 to support the Ocean County Library's Human Trafficking series of programs;
- D. Authorize the Library to apply for the American Library Association's Young Adult Library Services Association (YALSA) Division that is offering a National Endowment for the Humanities (NEH) grant entitled, "Great Stories Club: Reading and Discussion for At-Risk Youth";
- E. Authorize a resolution to issue a Request for Proposal for Air Conditioning System Repairs to the Toms River Branch;

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

#### **Approvals**

- F. Approve a one (1) month extension of borrowing privileges to Monmouth County Library cardholders pending renewal of the reciprocal borrowing agreement;
- G. Approve collection bins at the Brick, Barnegat, Berkeley, Jackson, Little Egg Harbor, and Toms River branches to accept cell phones for the "Cell Phones for Soldiers" program from Sunday, May 1, 2016, through Tuesday, May 31, 2016;
- H. Approve the Beachwood Branch to open at 9:00 a.m. before normal library hours on Saturday, May 7, 2016, for the Friends of the Beachwood Library to conduct their annual book sale;
- I. Approve the Long Beach Island Branch to have an off-site performance by Mr. Scott the Music Man at the Bayview Park in Long Beach Township on Monday, July 18, 2016, with a rain date of Saturday, July 23, 2016;
- J. Approve the after-hours use of the Long Beach Island Branch by the Friends of the Island Library to conduct their annual outdoor concert on Tuesday, July 19, 2016, from 7:00 p.m. to 9:00 p.m.;
- K. Approve the Long Beach Island Branch to have an off-site "Summer Splash Storytime and Craft" at the Bayview Park in Long Beach Township on Wednesday, August 3, 2016

#### **Donations**

- L. Accept a 90 day full privilege family membership (up to four (4) family members) for a child who completes the Library's 2016 On Your Mark, Get Set, Read summer reading program from the YMCA;
- M. Accept a digital sign donation from the Friends of the Jackson Branch at an estimated cost of \$28,880.00;
- N. Accept a \$10,002.00 donation from the Toms River Friends of the Library, on behalf of the Friends of the Ocean County Library, to assist in the upcoming Adriana Trigiani Author Event on Saturday, May 7, 2016;
- O. Accept a \$250.00 donation from the Kiwanis Club of Toms River Daybreak for Ocean County Library's 10<sup>th</sup> Annual Student Film Festival on Saturday, April 23, 2016.
- P. Accept a podium valued at \$300 from Gloria and George Mako for the Lacey Branch In Memory of Janet Siecke, Vice President of the Lacey Friends of the Library along with a plaque that will be attached to it in her memory;

- Q. Accept a \$1,600.00 donation from the Tuckerton Library Association to be used for programs at the Branch.
- R. Authorize the Director to enter into a three (3) year Reciprocal Borrowing Agreement with the Monmouth County Library, not to exceed \$10,000 a year.

Approval of Items "B." through "R.":

Motion to approve: Mr. Mancini  
 Second: Mrs. Scaturro

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

Passed unanimously

XI. Old Business

XII. Public Comment

Ms. Quinn commented on how she enjoyed working with Ginger Cairns from the Long Beach Island Branch. She thanked Ginger for her 28 years of service on behalf of the Director, all of the staff, the Management Team and the Commission. Karen Kierst, Ms. Cairns' supervisor added that they will miss Ginger.

Mrs. Barone said she was present last week for the Toms River School District's Art Exhibit at the Toms River Branch and noted her son's artwork was among the school exhibits. She said the branch did a phenomenal job with the large number of people there and she was so impressed and proud. Ms. Quinn said she will convey on her comments to the team.

XIII. Closed Session for the purpose of contractual matters

Motion to approve: Mr. Mullins  
 Second: Mrs. Scaturro

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

Passed unanimously

Move to Return to Open Session:

Motion to approve: Mrs. Scaturro  
 Second: Mr. Mancini

Roll Call: Ayes: All members answered Aye

Passed unanimously

XIV. Move to adjourn: Mrs. Hutler  
Second: Mr. Mancini

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 5:12 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Georgette Breslin".

Georgette Breslin, Secretary  
Ocean County Library Commission