

OCEAN COUNTY LIBRARY COMMISSION
MINUTES OF REGULAR MEETING
Tuesday, April 19, 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
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

Presiding: Sal Baglio, Chairperson

Mr. Baglio 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

III. Approval of Minutes, Regular Meeting, March 15, 2016 (Copy on file, Library Administration Office)

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

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

Passed unanimously

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

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

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 #4. (Copy on file, Library Administration Office)

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

Roll Call: Ayes: Mrs. Barone, Mrs. Hutler (Abstains from Lacey Board of Education),
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. Barone
Second: Mrs. Scaturro

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

Passed unanimously

VIII. Director's Report

Follet Corporation Acquired Baker & Taylor: The Follet Corporation acquired Baker & Taylor who is the Library's largest supplier of books and materials. Follet is a top provider of technology services, print and digital content to schools, libraries, and higher education institutions.

Summer Reading 2016 and the Brian Hanlon Sculpture Project: Toms River Township and the Toms River Business Improvement District (TRBID) are interested in supporting the Library's 2016 Summer Reading Program at the Toms River Branch on the topic of Sports/Fitness/Wellness. This includes the placement of up to five (5) sports-themed statues on library property. The County of Ocean has approved the placement of statues on the exterior grounds of the library provided the insurance for them is in place similar to last year's sculpture exhibit. The statues would be provided to the Library at no cost.

Ocean County Library Foundation: The Library Foundation would like to have a miniature golf fundraising event for the Library System at the Toms River Branch in January or February 2017. The Foundation would hire a group that specializes in these events and would set-up, maintain the course, and break it down. The set-up and break-down time takes three (3) hours. The Foundation is requesting an early closure of the Toms River Branch on a Friday for an evening event for adults. The course would be used on Saturday for families to play for a nominal fee.

The Library Foundation is also seeking to do an Art Auction fundraiser at the Brick Branch in August or September.

The Library Foundation is participating in the OceanFirst 20th Anniversary Charity Challenge on Crowdrise. The Challenge will run from April 20, 2016, through May 18, 2016. A top grant of \$20,000.00 will be given to the organization that raises the most. The link to the Crowdrise Challenge is on the Library's website. The proceeds from the Challenge will go to the Foundation. Thanks to Jeri Gunther, Chris Barnes, and Daniel Fitzgerald who had the skills to make participation possible this year. Daniel will be monitoring the Challenge.

Thanks to the funding provided by the Library Foundation we are planning to launch a laptop lending project at the Brick Branch. Permission to go to bid for this project is listed under Item "C" in New Business.

Library's Auditors: The Library's auditors plan to have the 2015 annual audit ready for presentation at the May Library Commission Meeting.

IX. Communications

X. New Business

Resolutions

- A. Authorize a resolution honoring Katherine Falco, Supervising Library Assistant, Circulation, Toms River Branch, who is retiring on May 1, 2016, after over 25 years of service with the Ocean County Library;

- B. Ratify the actions of the Library Director in the execution of a Reciprocal Borrowing Agreement with Monmouth County Library for a period of three (3) years, January 1, 2016, through December 31, 2018, with a maximum net of \$10,000.00 per year;
- C. Authorize the Library Director or her designee to prepare and advertise for Requests for Proposals (RFP) for an Automated Laptop Checkout Kiosks System (ALCKS);

Bid Awards / Change Orders / Contracts

Approvals

- D. Approve the Manchester Branch's "Chicks with Sticks" knitting club to plant a small evergreen tree on library property in memory of Ursula Kroener;
- E. Approve the use of the Toms River Branch's Mancini Hall for the after-hours Ocean County Parks & Recreation Carousel of Music events in the event of inclement weather from Friday, July 1, 2016, through Saturday, August 27, 2016;
- F. Approve the use of Toms River Branch lobby, restroom, and Library Café after-hours during the Ocean County Parks & Recreation Carousel of Music events from Friday, July 1, 2016, through Saturday, August 27, 2016;
- G. Approve the use of the Toms River Branch lobby, restrooms, and Library Café after-hours for the Toms River Township Food Fest on Saturday, May 14, 2016, from 11:00 a.m. to 8:00 p.m., with a rain date of Sunday, May 15, 2016;
- H. Approve the use of the Toms River Branch lobby, restrooms, and Library Café after-hours for the Downtown Toms River Business Improvement District (TRBID) Summer in the Street on Saturday, July 16, 2016, from 5:00 p.m. to 6:00 p.m.;
- I. Approve the request of the Toms River Business Improvement District (TRBID) to utilize Mancini Hall and the library steps for the Downtown Toms River Christmas tree lighting on Friday, December 2, 2016, from 5:00 p.m. to 8:00 p.m.;
- J. Approve the use of the Toms River Branch lobby, restrooms, and Library Café after-hours for the Downtown Toms River Business Improvement District's (TRBID) Toms River Christmas tree lighting on Friday, December 2, 2016, from 5:00 p.m. to 8:00 p.m.;
- K. Approve the Tuckerton Branch to place a collection bin at the Branch from Wednesday, June 1, 2016, through Thursday, June 30, 2016, to collect items for "Adopt a Shelter Cat Month" in partnership with the Manahawkin Animal Shelter;
- L. Approve a revision to the Ocean County Library's General Policy Manual section A.21 – Ocean County Library MakerSpace Policy;
- M. Approve a revision to the Ocean County Library's Personnel Policy Manual, Section B.1 – Collective Bargaining Units;
- N. Approve a revision to the Ocean County Library's Personnel Policy Manual, B.7 – Salary and Wages – Payroll Deductions;
- O. Approve a revision to the Ocean County Library's Personnel Policy Manual, B.22 – Health Insurance Benefits;
- P. Approve an institutional library card for the Brandywine Senior Living at Reflections Assisted Living facility in Brick;

Donations

- Q. Accept a \$783.85 donation from the Friends of the Brick Branch in memory of Donald Holtzman, to be combined with the funds donated in memory of Evelyn Klappholz to purchase a book display unit;
- R. Accept a \$480.00 donation from the Friends of the Beachwood Branch for summer programming;
- S. Accept an original painting of the Bishop Building and a limited edition signed print by local Ocean County Artist Frank McGinley of his painting of a Christmas shopping / toy scene;
- T. Accept a \$300.00 donation from the Tuckerton Library Association to be used for programs and supplies at the Branch.

Mr. Baglio noted that Item "P" was added to the agenda and also the updates to the Personnel Policy Manual. Ms. Doderer is currently updating the manual.

Mr. Mullins asked for clarification about Item "C". Mr. Evans stated that it was to purchase the kiosk which would hold six (6) units.

Approval of Items "A." through "T.":

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

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

Passed unanimously

XI. Old Business

XII. Public Comment

Mrs. Hutler informed the Commission that former Library Commissioner Joan Tooker had recently passed away and that she served with her on the Library Commission from 1990 through 1994. Mrs. Tooker was very involved with the Tuckerton Library Association.

XIII. Closed Session for the purpose of contractual matters.

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

Move to Return to Open Session:

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

Roll Call: Ayes: All members answered Aye

Passed unanimously

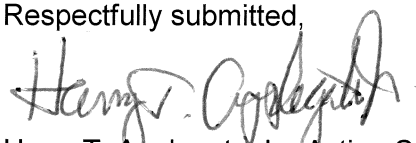
XIV. Move to adjourn: Mr. Mancini
Second: Mrs. Barone

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 5:15 p.m.

Respectfully submitted,



Harry T. Applegate Jr., Acting Secretary
Ocean County Library Commission