

OCEAN COUNTY LIBRARY COMMISSION
MINUTES OF REGULAR MEETING
Tuesday, May 17, 2016

Attendees: Ocean County Library Commission
Sal Baglio, Chairperson
Heather Barone
Susan Hutler
Christopher Mullins

Absent: Henry J. Mancini
Bonnie R. Peterson
Ruthanne Scaturro

Other Attendees: Franklin H. Berry, Jr., Library Counsel
Susan Quinn, Library Director
Sara Hansen, Assistant Library Director
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
Frank Holman, Holman, Frenia & Allison, P.C.

Presiding: Sal Baglio, Chairperson

Mr. Baglio read the Open Public Meetings Act at 4:02 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. Presentation by Holman, Frenia, Allison, P.C.: 2015 Library Audit

Frank Holman of Holman, Frenia & Allison, P.C. discussed the 2015 Ocean County Library audit stating that the library has recovered from the storm years (Superstorm Sandy) with a strong reserve balance of \$5.2 million and no long-term debts. The Auditors have no recommendations to make and said the library worked within the 2015 budget and is in good shape.

Mr. Mullins asked if half of the reserves were for encumbrances. Mr. Holman replied that one half of the reserve was to be used for future bills.

Mr. Baglio thanked Mr. Holman for his presentation.

Motion to accept the 2015 Library Audit:

Mr. Mullins
Second: Mrs. Hutler

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

Mr. Holman left the meeting at this time.

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

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

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

Passed unanimously

V. Approval of Financial Statement, April 2016 (Copy on file, Library Administration Office)

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

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

Passed unanimously

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

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

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

Passed unanimously

VII. Approval of Bill Certificate List #5. (Copy on file, Library Administration Office)

Motion to approve: Mrs. Barone

Second: Mrs. Hutler

Roll Call: Ayes: Mrs. Barone, Mrs. Hutler (Abstained from Lacey Board of Education),
Mr. Mullins, Mr. Baglio

Passed unanimously

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

Motion to approve: Mrs. Hutler

Second: Mrs. Barone

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

Passed unanimously

IX. Director's Report

Ms. Quinn said she received notification this morning from the NJ Department of Labor and Workforce Development that the library was a recipient of a \$50,000.00 New Jersey Libraries Career Connections Grant for Uniform Career Guidance and Job Search Assistance. She complimented staff members Sara Hansen, Rita Oakes, Jennifer Woodman and Harry Applegate for their hard work on the grant and noted that Ms. Oakes was the primary grant writer. The library will work with the State to support their One-Stop career centers and new website for job seekers by making this information available to county residents.

Rutgers University presented the library with an award as the top hiring organization in 2015 for MLIS students in the School of Communication and Information. Jennifer Doderer attended the presentation and accepted the award on behalf of the library.

Ms. Quinn brought two items to the Commissioner's attention under New Business: Item "C" to cancel the Promissory Note for a Community Disaster Loan applied for in 2013 and Item "I", a change in the Toms River Friends' By-laws with the changes recommended by Ocean County Library Legal Counsel.

X. Communications

A. Letter from Congressman Tom MacArthur, New Jersey 3rd District of May 5, 2016 commending the Library for the Prom Dress Giveaway event.

XI. New Business

Resolutions

- A. Accept the award of grant entitled "Great Stories Club: Reading and Discussion for At-Risk Youth" from the American Library Association's Young Adult Library Services Association (YALSA) valued at \$1,665.00 to the Toms River Branch for three book sets, travel and lodging for a national orientation workshop in June 2016, and programming support materials in a partnership with the Ocean County Juvenile Detention Facility;
- B. Authorize the Library Director or her designee to prepare and advertise for Requests for Proposals (RFP) for evidence-based selection software for collection management of library books and materials;
- C. Authorize the Library Director to send a letter to the Federal Emergency Management Agency (FEMA) cancelling the Promissory Note for a Community Disaster Loan for \$5,000,000.00 executed on June 18, 2013;

Bid Awards / Change Orders / Contracts

Approvals

- D. Approve the use of the Jackson Branch as an evacuation point for The Jackson Academy Early Childhood Education during open library hours;
- E. Approve the Jackson Branch to conduct an after-hours outreach to the Estonian House/ Club on Saturday, June 18, 2016, from 5:00 p.m. to 9:00 p.m.;
- F. Approve the Long Beach Island Health Department's request to use the Long Beach Island Branch as a site to administer flu shots during the Fall of 2016;
- G. Approve Girl Scout Troop 323 to donate and plant a Dwarf Alberta Spruce tree on library property at the Waretown Branch to commemorate Arbor Day;
- H. Ratify the actions of Administration in having a library card sign-up table and having Sparks attend the Kiwanis Daybreak River to the Bay Classic 5K Run/Walk on Saturday, May 7, 2016;
- I. Approve changes to the By-Laws of the Friends of the Toms River Library;
- J. Ratify the actions of Administration by approving the Waretown Branch to participate in the annual "Paint the Town Pink" event during May with decorations to be placed in and around the Branch;

Donations

- K. Accept a \$480.00 donation from the Friends of the Beachwood Library for Juvenile programs;
- L. Accept a sundial and installation of the sundial from the Friends of the Jackson Library in lieu of the library's cost of installing the digital sign at the Jackson Branch;
- M. Accept a \$1,000.00 donation from Georgia R. Livingston, Executrix of the Estate of Doris Baker on behalf of Doris E. Baker for the Point Pleasant Beach Branch;
- N. Accept a \$250.00 donation from the Toms River Police Foundation for the annual Jingle Bell Run in Toms River;

- O. Accept an historic photograph of the Hometown Dairy by Kathleen Davis to hang in the Hometown Dairy Room of the Toms River Branch in honor of her late husband, Robert A. Davis;
- P. Accept an original painting of the seaside/Barnegat Bay done by Artist Kate Leigh Cutler of Bay Head (donation by the artist);
- Q. Accept a signed lithograph of the Strand Theater in Lakewood by artist Francis McGinley (donation by the artist);
- R. Accept a donation from the Friends of the Uppers Shores Branch of a six (6) foot commercial grade picnic table constructed of UV protected high density polyethylene for outdoor enjoyment and use by the branch to replace the old wooden one.

Approval of Items A. through R.:

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

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

Passed unanimously

XII. Old Business

XIII. Public Comment

XIV. Closed Session: None needed.

XV. Motion to adjourn: Mrs. Hutler
Second: Mrs. Barone

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 4:16 p.m.

Respectfully submitted,



Georgette Breslin, Secretary
Ocean County Library Commission