

OCEAN COUNTY LIBRARY COMMISSION
MINUTES OF REGULAR MEETING
Tuesday, July 19, 2016

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

Arrived after the start of the meeting: Christopher Mullins

Absent: Bonnie R. Peterson

Other Attendees: Edward Feurey, Library Counsel
Susan Quinn, 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
Deborah Blackwell, Training Coordinator
Harry Applegate, Administration

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.

2. Roll Call and Announcements

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3. Approval of Minutes, Regular Meeting, May 17, 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
Abstained: Mr. Mancini, Mrs. Scaturro

Passed unanimously

Mr. Mullins arrived at this time.

4. Approval of Financial Statement, May, 2016 (Copy on file, Library Administration Office)

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

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

Passed unanimously

5. Approval of Financial Statement, June, 2016 (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

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

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

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

Passed unanimously

7. Ratify the actions of the Director for Bill Certificate List #6 as per the No Quorum Resolution dated April 19, 2005. (Copy on file, Library Administration Office)

Motion to approve: Mr. Mancini

Second: Mr. Mullins

Roll Call: Ayes: Mrs. Barone, Mrs. Hutler (Abstained on Lacey Twp. Board of Ed),
Mr. Mancini, Mr. Mullins, Mrs. Scaturro, Mr. Baglio

Passed unanimously

8. Approval of Bill Certificate List #7 (Copy 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

9. Ratification of Salary Expenditures to be paid May 2016 (Resolution on file, Library Administration Office)

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

10. Ratification of Salary Expenditures to be paid June 2016 (Resolution 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

11. Director's Report

Ms. Quinn reviewed some new services that the Ocean County Library will provide for our customers:

Chat/Text/Reference Services: connects library users in real-time to an OCL reference librarian through their smartphone, tablet, laptop or other personal computer.

HOOPLA: This software allows customers to instantly borrow free digital movies, music, eBooks and more, 24/7 with their library card.

Library Equal Access Programming (LEAP): The NJ State Library's Talking Book and Braille Center (TBBC) is partnering with the NJ Commission for the Blind and Visually Impaired (CBVI) on the Library Equal Access Program (LEAP) which will provide additional library services for Ocean County residents with vision impairments through training, equipment and assistive software at the Toms River Branch. This is a continuation of our partnership with CBVI.

Laptop/Tablet Lending Pilot Project: Funded through a generous donation by the Ocean County Library Foundation, this project is hoping to debut in the fall. We will be able to lend people tablets and laptops in the Brick Branch for use in the library.

New Maker Space: A new Maker Space is coming to the Jackson Branch following the successful launch of Sparks's Lab at the Toms River Branch this past March. This will expand services to the northern part of Ocean County this fall. An area on the first floor was selected that will require minimal retrofitting to turn into a Sparks's Lab.

New OCL Website: Will provide library users with greater ease in locating information about library services and programs. We are looking over the new designs and will transition to the new website shortly. The new website will be fully compatible with smartphones and tablets; our current website is not fully compatible.

Portable Make Me kits: these are designed to for use in library programs to spark creativity among children and teens ages of 6 to 14, thanks to a grant from the American Library Association's Association for Library Services to Children, through a grant from the Walt Disney Corporation.

Online Homework Help Service: This will be launched in the fall through Brain Fuse, who will provide certified on-line tutors who have passed background checks. Tutoring will also be available in Spanish. It will be available in time for school.

Rosetta Stone: Available through the NJ State Library. We already offer other data bases that provide language learning, such as Pronunciator and Mango Languages, and through the State Library we are now getting Rosetta Stone. Chief Librarian Jeri Gunther said that this is now linkable.

New Jersey Property Maps: This new database subscription provides information about property ownership, tax maps, and other services. It is an expensive service if you have to buy it but is available free at the library

Ms. Quinn noted that these are major new initiatives that we are proud of and she hopes that customers enjoy these new services that are free to the public.

Mrs. Scaturro commented favorably on the new library services.

Former Rutgers Defensive Lineman Eric LeGrand: This program was held last night with Ms. Quinn in attendance. Ms. Quinn said that Eric LeGrand was truly inspirational as he talked about his book Believe and noted Mr. LeGrand's mother was in attendance at the program. Ms. Quinn thanked the Management Team for their contribution towards this successful program that filled Mancini Hall. Mr. LeGrand wrote a children's book which he gave away, and he signed autographs using a pen in his mouth. Ms. Quinn said that Mr. LeGrand is a wonderful person and a great role model for children and commented on all that he is doing for the differently-abled community. She especially thanked Sara Hansen as it was her idea to bring Eric LeGrand to the library noting Hansen had been working on this for the past two to three years.

Major League Baseball Pitcher Jim Abbott: This program will be presented through a live Skype session. Jim Abbott is a baseball pitcher who was born without a right hand yet pitched a no-hitter for the Yankees and has overcome lots of obstacles.

New York Times Best-selling Author Adriana Trigiani: Ms. Trigiani has written such stories as Big Stone Gap and Cooking With My Sisters. She is very popular, especially among the senior community. This program has been turned into the James J. Mancini Memorial Author Program. Mr. Mancini thanked the library; as the library was dear to James J. Mancini's heart.

Pokemon GO: All libraries and public facilities are part of the game. Teen Services is preparing some information for parents about safety for their children while playing this game. When you leave the library you may see some people playing it. Mr. Baglio said that this might bring Pokemon Go players into the library for the first time, and they just might sign up for library cards to take out books and media.

Toms River Branch Doors: Ms. Quinn thanked the Ocean County Freeholders for making county capital money available for our new automatic entry doors in the Toms River lobby. Ms. Quinn thanked Joe Cahill and his team for their part in having them installed. The new doors keep the lobby cooler and the ADA access door has been changed to door #2.

Libraries by the Numbers – An article on New Jersey's Busiest Public Libraries states that Ocean County Library is number one on the list of busiest libraries in the state.

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 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.

Mr. Baglio brought everyone's attention to items "X" and "Y", revisions to the Library's Policy and Personnel Manual.

Approval of Items "A" through "R":

Motion to approve: Mr. Mullins
 Second: Mr. Mancini

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

Passed unanimously

14. Old Business

15. Public Comment

16. Closed Session for the purpose of legal Counsel's review of the Whiting Reading Center lease.

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

Mr. Mullins left during Closed Session

Motion to return to Open Session

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

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

Passed unanimously

Motion to continue negotiations for the Whiting Reading Center lease renewal agreement:

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

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

Passed unanimously

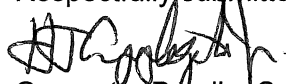
17. Move to adjourn: Mrs. Hutler
Second: Mrs. Scaturro

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 4:33 p.m.

Respectfully submitted,



Georgette Breslin, Secretary
Ocean County Library Commission

For