

OCEAN COUNTY LIBRARY COMMISSION
MINUTES OF REGULAR MEETING
Tuesday, September 20, 2016

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

Arrived after the start of the meeting: Bonnie R. Peterson, Vice Chair

Absent: Susan Hutler
Ruthanne Scaturro

Other Attendees: Franklin H. Berry, Jr., 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
Timothy Mailley, Technology

Presiding: Sal Baglio, Chairperson

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

1. 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 Rescheduled Meeting, August 30, 2016 (Copy on file, Library Administration Office)

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

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

Passed unanimously

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

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

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

Passed unanimously

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

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

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

Passed unanimously

6. Approval of Bill Certificate List #9 (Copy on file, Library Administration Office)

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

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

Passed unanimously

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

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

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

Passed unanimously

8. Director's Report

Ms. Quinn pointed out that on the Personnel Actions Dr. Zarita Mattox will retire on December 1, 2016. She has done wonderful work for the Ocean County Library System and we will miss her very much.

Beachwood Branch Currently Closed due to some water damage caused by a hot water heater leak. Beachwood Boro has been notified and the Library's Facilities Department has made repairs. The Branch should be open by Thursday or Friday to return service to the public.

Career Connections Grant: Rita Oakes has been giving tours of the library branches to Judith Loane, from the Department of Labor and Workforce Development regarding the Career Connections grant at participating branches. The grant provides job search assistance and career guidance. OCL has been providing one-on-one job search assistance and scheduling some upcoming job fairs.

LEAP Program: The Talking Book and Braille Center's (TBBC) LEAP program has provided an assistive technology center at the Toms River Branch. This focuses on people 55 and over that are having vision difficulties. A ribbon cutting ceremony is scheduled for October.

Sade Green Reference Librarian at the Point Pleasant Boro Branch was the recipient of a 2016 NAACP Achievement Award from the Toms River Area NAACP on September 9, 2016.

Ocean County Library Foundation Art Show & Sale: The Ocean County Library Foundation had a very successful Art Show & Sale at the Brick Branch on Saturday, September 17, 2016. Ms. Quinn thanked the Library staff for all of their help for and during the event.

Toms River Parking Authority's Planned Rate Increase: Ms. Quinn, Ms. Hansen and others have met regarding the Parking Authority's planned rate increases.

Mrs. Peterson arrived at this time (4:06 p.m.).

The rate increases go into effect on October 1, 2016. Ms. Quinn spoke at the Toms River Business Improvement District's September 9 meeting to discuss the impact to the Toms River Branch patrons due to the proposed parking fee increases. The Branch is a community anchor with an average 600,000 visits per year. We also hold many programs for the public. Currently the Toms River Parking Authority does not intend to change their plan. This also came up at the Library Foundation meeting and they also expressed concern over the increase and the impact on our customers.

Mrs. Barone asked if a Town Council meeting will be held before the increases take effective. Ms. Quinn will look into finding out when the next meeting will be.

Mr. Baglio stated that the Commission had asked the Library Director to reach out to County officials, the Toms River Parking Authority, and the Toms River Downtown Business Improvement District to express the concerns that the Library has with the proposed increase and the effect that it will have on our customers, which Ms. Quinn has done.

Mrs. Barone said that she was concerned with how this increase may affect the Toms River Branch's circulation and customer visits.

Mr. Mullins stated that the parking fees have not been increase in 22 years, that the concern is the percentage of increase. He was also concerned if our current agreement with the Parking Authority would be increased by 200% for Saturday parking.

Ms. Quinn stated that we have a yearly agreement with the Toms River Parking Authority that is currently in place and runs for a twelve month period from February through January. The Library does collect data concerning circulation statistics, door counts, and program attendance.

Mr. Baglio said that when the agreement renews he does not see it having a significant increase and the issue could be addressed again at that point.

Mr. Mancini said that Management did a good job voicing the concerns that the Library Commission had. The item has been passed by town ordinance. The increase came after a parking study that was completed and the Library was asked to participate in along with their auditor advice. Mr. Mancini recommended looking for other avenues to help soften the blow of parking to patrons would be a more productive direction to go at this time.

Mrs. Peterson said that she agrees with all the comments that the Commissioners have raised.

Mr. Baglio stated that staff had some concerns about safety regarding the County Parking Garage. The County has been notified of the Library's concerns including safety and has asked them to address these very serious considerations. He referenced the letter from Ms. Murray that is listed under Communications and a trolley service that she mentioned.

Mrs. Barone asked if the \$18.50 total from Ms. Murray's letter would be the price to park Downtown for an entire day. Ms. Quinn said that the rate increases would be progressive totaling a cost of \$14.50 a day. The third level of the parking garage rate increase will be from \$.25 an hour to \$.75 per hour with a three hour maximum, which is the current time limit. She further stated that a good number of Library employees park in the County garage which is free. Most of our customers park in the top level of the Township parking garage. The current time of the rates are from 9:00 a.m. to 6:00 p.m. this will change to 8:00 a.m. to 5:00 p.m. with parking free after that time.

Mr. Mancini said that his would be an opportunity to get some concessions to make it more convenient for our patrons and employees regarding any negotiations that can be made regarding any leasing agreements and to pursue some of the suggestions that have been made perhaps pursuing a shuttle service to the County garage.

Mr. Baglio asked that the Library keep stats for the next six (6) months and review them at that point to see what the impacts are.

Incidents on Saturday, September 17, 2016: Mr. Baglio thanked the staff regarding the incidents that happened on the barrier island this past Saturday. The safety of our staff and customers are very important.

Ms. Quinn also thanked Upper Shores Branch Manager June Schneider and Point Pleasant Boro Branch Manager Kelsey Watkoskey and the entire Management Team; she

was in constant contact with Library Chairman Baglio during the incident. Ms. Oakes and Mr. Evans came into the Toms River Branch on Saturday as well.

9. Communications

A. Letter from Carroll Murray

Ms. Murray's letter was reviewed and discussed as part of the Director's Report. Mr. Baglio asked Ms. Quinn to follow up with the County regarding the last paragraph.

10. New Business

Mr. Baglio said that Item "C" would have "by Monday, September 26, 2016" removed to give the Library Commission Finance Committee more time to review the County Capital Request. The date is not a hard date.

Resolutions

- A. Authorize the Library Director or her designee to prepare and advertise for Requests for Qualifications (RFQ) for various professional services in 2017 as directed by the Library Commission Chair or his designee, including Legal Counsel, Labor Counsel, and Auditor;
- B. Authorize the Library to apply for the "Water Ways" portable exhibition developed by the Smithsonian's Museum on Main Street Traveling Exhibition Service that explores how water shapes our ways of life. The Exhibit includes funding of up to \$2,500.00 from the New Jersey Council for the Humanities and the Smithsonian Institution;

Bid Awards / Change Orders / Contracts

Approvals

- C. Approve the submission of a preliminary 2017 Capital Budget request to the County of Ocean ~~by Monday, September 26, 2016~~, after review by the Library Commission Finance Committee;
- D. Approve holding Staff Development Day on Friday, May 12, 2017;
- E. Approve closing the Library System to the Public on Friday, May 12, 2017, for Staff Development Day;
- F. Approve the Tuckerton Branch to collect items during the month of October 2016 for "Adopt a Shelter Dog Month" in partnership with a local dog rescue organization, Mama's-Gonna Rescue;

Donations

- G. Accept a total donation of \$350.00 from Richard and Gale Yetman for in memoriam for Jim Ryan, Alice Askoff, Robert "Bob" Engle, and Johnny Moran for the Island Heights and Toms River branches;
- H. Accept a donation of \$350.00 to the Toms River Branch for Young Adult Programming;

- I. Accept a donation from Tom Seiz of an original framed 18" x 22" oil painting titled, "Connecticut on the Sea", to the Long Beach Island Branch. This painting's estimated value is \$250.00.

Approval of Items "A" through "I" with the amendment to Item "C":

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

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

Passed unanimously

11. Old Business

12. Public Comment

Mr. Cahill mentioned the recent passing of former County Architect James Hyres. Mr. Baglio said that Mr. Hyres was the architect of many of the current library buildings. Ms. Quinn noted that all of Mr. Hyres' buildings lasted through Superstorm Sandy and were well built.

- 13. Closed Session for the purpose of matters related to personnel recruitment and the Ocean County Library organizational chart.

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

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

Passed unanimously

Motion to return to Open Session

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

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

Passed unanimously

Motion to approve the Library Organizational Chart of September 20, 2016.

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

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

Passed unanimously

Motion to approve resolution appointing Timothy Mailley to the provisional title of Manager 1, Level 1, Information Processing, Technology authorized to work 40 hours per week with the salary of \$60,000.00 per year effective September 22, 2016.

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

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

Passed unanimously

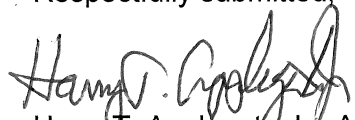
14. Motion to adjourn: Mr. Mullins
Second: Mr. Mancini

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 4:48 p.m.

Respectfully submitted,



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