

OCEAN COUNTY LIBRARY COMMISSION
MINUTES OF REGULAR MEETING
Tuesday, October 18, 2016

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

Absent: Henry J. Mancini
Bonnie R. Peterson, Vice Chair

Other Attendees: Edward Feurey, Library Counsel
Susan Quinn, Library Director
Sara Hansen, Assistant Library Director
Zarita Mattox, Chief Librarian, Toms River
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
Bob Vosseller, Public Relations
Daniel Fitzgerald, Public Relations

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, September 20, 2016 (Copy on file, Library Administration Office)

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

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

Abstained: Mrs. Hutler, Mrs. Scaturro

Passed unanimously

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

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

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

Passed unanimously

5. 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, Mrs. Scaturro, Mr. Baglio

Passed unanimously

6. Approval of Bill Certificate List #10 (Copy on file, Library Administration Office)

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

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

Passed unanimously

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

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

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

Passed unanimously

8. Director's Report

Ms. Quinn thanked the Ocean County Library Commission Finance subcommittee for their work with the County Capital Budget that was submitted on time to the County Comptroller (item "A" on the Agenda). The annual budget is also in process. She again thanked the Finance Committee for their time and also thanked library staff for their work. There will be more at the November meeting.

Ms. Quinn announced good news about the summer reading statistics. Our patrons registered increased by 16.02% over the 2015 Summer Reading stats with a total systemwide of 7,457 people participating, including adults, teens and children. The number of books logged in was a 42.81% increase from 2015 (64,317); 2016 was 91,852. Children read 75,074 books, an increase of 41.86% over 2015; teens read 4,085 books, an increase of 27.26%, and adults read 12,693 books, an increase of 55.07% over the previous summer. Ms. Quinn congratulated all library staff for their efforts.

Ms. Quinn noted that September was Library Card Signup Month. Thanks to the efforts of our staff we have 1,784 new library card holders. She thanked all staff for their hard work.

The Ocean County Library will send four librarians to the New Jersey Library Association's Emerging Leaders 2016-2017 program to learn management skills and projects through NJLA in partnership with the State Library. These librarians are Theresa Fox, Manchester Branch, Emily Mazzoni, Toms River Young Adult Services, Laura Kostiha, Point Pleasant Borough Branch, and Katherine McKnight, Lakewood Branch.

9. Communications

10. New Business

Mr. Baglio mentioned that item "C" was added since the Commission mailing and he thanked Ms. Quinn for describing item "A" during the Directors Report.

Resolutions

- A. Authorize a resolution for the Library's 2017 – 2022 Capital Budget and Capital Improvement program request submitted to County of Ocean on October 5, 2016 under the direction of the Ocean County Library Commission Finance Committee;
- B. Authorize execution of the Self Insured-Workers' Compensation Agreement for 2017 with the County of Ocean in the amount of \$262,655.00;
- C. Authorize the Library to dispose of 46 office chairs from the Toms River and Lakewood branches that are irreparable due to age and wear;

Bid Awards / Change Orders / Contracts

Approvals

- D. Approve the Library to partner with various organizations from November 1, 2016, through January 31, 2017, to collect food, toys, pet supplies, and clothing to benefit Ocean County residents in need;
- E. Approve the Long Beach Island branch to register as a "Come Write-In" location for the month of November 2016 in recognition of National Novel Writing Month;
- F. Authorize the Point Pleasant Beach Branch to be open after hours on Thursday, November 17, 2016, from 5:00 p.m. to 9:00 p.m. for the Point Pleasant Beach Library Association's fundraiser;
- G. Approve the Plumsted Branch to hold a Sensory Story Time for the New Egypt Primary School Special Education / Applied Behavioral Analysis Department's class before normal open hours from 11:00 a.m. to 12:30 p.m. on either November 3 or November 17, 2016;
- H. Approve the Toms River Police Foundation's Jingle Bells Run 2016 event to use Mancini Hall the weekend of Saturday, December 3 and Sunday, December 4, 2016, afterhours until approximately 5:30 p.m.;

Donations

- I. Accept a total donation of \$250.00 from the Friends of the Beachwood Branch for juvenile programs at the Beachwood Branch;
- J. Accept a donation of \$200.00 from the Friends of the Plumsted Branch in acknowledgement of the TAB volunteers who helped at the annual book sale;
- K. Accept a donation of \$300.00 from the Tuckerton Library Association for juvenile programs at the Tuckerton Branch.

Approval of Items "A" through "K":

Motion to approve: Mrs. Scaturro

Second: Mrs. Barone

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

Passed unanimously

11. Old Business

Ms. Quinn mentioned the Commission Continuing Education Credits that are required yearly from the State. She mentioned some opportunities through the end of the year to help fulfill this obligation. It was requested that a copy of the agenda for the Staff In-Service be sent to the Commissioners. This will be done when the agenda is finalized.

12. Public Comment

13. Closed Session: None needed.

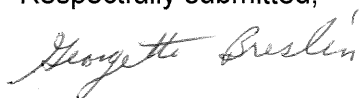
14. Motion to adjourn: Mr. Mullins
Second: Mrs. Barone

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 4:07 p.m.

Respectfully submitted,

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

Georgette Breslin, Secretary
Ocean County Library Commission