

OCEAN COUNTY LIBRARY COMMISSION
MINUTES OF REGULAR MEETING
Tuesday, December 13, 2016

- Attendees: Ocean County Library Commission
Sal Baglio, Chairperson
Bonnie R. Peterson, Vice Chair
Heather Barone
Susan Hutler
Henry J. Mancini
- Absent: Christopher Mullins
Ruthanne Scaturro
- Other Attendees: Edward Feurey, Esq., 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
Timothy Mailley, Technology
Jennifer Doderer, Personnel Director
Deborah Blackwell, Training Coordinator
Jennifer Woodman, Budget Officer
Kate Sanchez, Librarian 4, Public Relations
Harry Applegate, Administration
Hon. E. David Millard, Labor Counsel
- 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.

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2. Roll Call and Announcements

3. Approval of Minutes, Regular Rescheduled Meeting, November 15, 2016 (Copy on file, Library Administration Office)

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

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

Abstained: Mrs. Hutler, Mr. Baglio

Passed unanimously

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

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

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

Passed unanimously

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

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

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

Passed unanimously

6. Approval of Bill Certificate List #12 (Copy on file, Library Administration Office)

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

Roll Call: Ayes: Mrs. Barone, Mrs. Hutler (Abstained from Lacey Board of Ed),
Mr. Mancini, Mrs. Peterson, 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, Mrs. Hutler, Mr. Mancini, Mrs. Peterson, Mr. Baglio

Passed unanimously

8. Director's Report

Ms. Quinn updated the Commission on the following items:

2017 Library Budget: Ms. Quinn said that working very closely with the Commission Finance Committee and with their guidance a reasonable budget was prepared for the upcoming year. Ms. Quinn thanked the entire Management team, especially Sara Hansen, Assistant Library Director, Jennifer Woodman, Budget Officer, and Jennifer Doderer, Personnel Director. Ms. Quinn thanked the Library Commission and noted that the budget was reasonable and will allow us to provide excellence in library services for the residents of Ocean County.

Mr. Mancini thanked the Library Commission Finance Committee and the Library's management team for a fine job. He mentioned some of the budget highlights and said the budget was fiscally sound and he is pleased with the results. Mr. Mancini noted that no library services were cut and there is no increase to the average taxpayer for their library services.

Staff In-Service: Ms. Quinn thanked Commissioners Hutler and Barone for attending the In-Service and thanked Mrs. Hutler for giving opening remarks to staff on behalf of the Commission. Ms. Quinn listed the award winners: Librarian of the Year is Rachel Lavoie-Dohn, Librarian 4, Branch Services; Support Staff of the Year is Judy Clayton, Meeting Room Coordinator in the Toms River Branch; Most Valuable Team is the Accounts Payable Department of Patricia Flynn and Gail Schulack; and the Director's Award for Excellence went to Chief Librarian of Branch Services Rita Oakes. We hope to have the Librarian of the Year and Support Staff of the Year present at the January Commission meeting.

Continuing Education Credits: The Commission has met the credits needed for the State's requirements for State Aid.

9. Communications

10. New Business

Resolutions

- A. Establishing Library Commission January Reorganization and Regular meeting dates for 2017;
- B. Approving the 2017 Ocean County Library Holiday schedule;
- C. Authorizing the 2017 Temporary Operating Budget;
- D. Approving the 2017 Annual Budget Request;
- E. Approving the Library's 2017 pension liability with the County of Ocean in the amount of \$1,764,013.00;
- F. Close out Reserve Account for encumbrances against the 2015 Budget in the amount of \$449,145.85 by a transfer to the General Library Account (209-290-0029);
- G. Establishing the Reserve Account for encumbrances against the 2016 Budget in the amount of \$2,411,173.13 by a transfer from the General Library Account (209-290-0029) to the Reserve Account (209-290-0028);
- H. Resolutions for Transfers:
 1. Authorizing transfer of \$25,000.00 from the General Library Account (209-290-0029) to the Sick Pay at Retirement Account (209-290-0049);

2. Authorizing transfer of \$120,000.00 from the Sick Pay at Retirement line item (209-290-0049) to the Salaries and Wages line item in the General Library Account (209-290-0029);
 3. Authorizing transfer of \$100,000.00 from the Maintenance Building and Grounds line item in the General Library Account (209-290-0029) to the Building Improvement Fund (209-290-0045);
 4. Authorizing transfer of \$50,000.00 from the Materials line item in the General Library Account (209-290-0029) to the Technology line item in the General Library Account (209-290-0029) to support the purchase of collectionsHQ;
 5. Authorizing transfer of \$25,000.00 from the Technology line items in the General Library Account (209-290-0029) to the Automation Account (209-290-0030);
- I. Approving the establishment of petty cash funds for 2017 for Toms River (\$200.00), Lakewood (\$100.00), Brick, Jackson, Manchester and Stafford (\$75.00 each), and Barnegat, Beachwood, Berkeley, Island Heights, Lacey, Little Egg Harbor, Long Beach Island, Plumsted, Point Pleasant Beach, Point Pleasant Borough, Tuckerton, Upper Shores and Waretown (\$50.00);
 - J. Authorizing the extension of a Lease with Paramount Realty Services, Inc. for the Whiting Reading Center;
 - K. Authorizing the recycling of malfunctioning technology items as on the enclosed list;
 - L. Authorizing the acceptance of a grant from the New Jersey Council for the Humanities and the Smithsonian Institution for the Water / Ways portable exhibition developed by the Smithsonian's Museum on Main Street Traveling Exhibition Service in the Toms River Branch atrium from August 19, 2019, through September 28, 2019, with funding of up to \$2,500.00, and ratifying the actions of administration in signing the grant agreement to meet the deadline of November 28, 2016;
 - M. Approving the renewal of the Hoopla Services Agreement with Midwest Tape for a twelve (12) month period beginning on December 21, 2016 at a cost not to exceed \$85,000.00;

Bid Awards / Change Orders / Contracts

Approvals

- N. Approving the 2017 Library Fund Accounts, Line Item Categories and Cost Centers;
- O. Approving the Toms River Branch to be open after hours on Saturday, April 22, 2017, from 5:00 p.m. to 10:00 p.m. for the Ocean County Library's 11th Annual Student Film Festival;
- P. Approving the Tuckerton Branch to be open after hours on Thursday, April 20, 2017, for the Tuckerton Library Association's annual open house;
- Q. Approving an Institutional Library Card for Allies Barnegat Shore Day Program;

Donations

- R. Accepting a donation of \$614.00 from the Friends of the Point Pleasant Boro Library to purchase Demco Book Trucks.

Mr. Baglio noted that Items "E" through "I" were supported by Budget Officer Jennifer Woodman's documentation.

Approval of Items "A" through "R":

Motion to approve: Mrs. Barone

Second: Mrs. Hutler

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

Passed unanimously

11. Old Business

12. Public Comment

13. Closed Session for the purpose of Labor Counsel's review of collective bargaining contractual matters, a personnel matter related to recruitment, and Parking Authority negotiations.

Motion to approve: Mrs. Barone

Second: Mrs. Peterson

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

Passed unanimously

Mrs. Peterson left during Closed Session

Motion to return to Open Session

Motion to approve: Mr. Mancini

Second: Mrs. Barone

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

Passed unanimously

Rachael Lavoie-Dohn entered the meeting at this time.

Motion to approve ratification of the Memorandum of Agreement for the Ocean County Library Employees Association, Library Assistants and Support Staff, Fulltime Unit:

Mrs. Barone

Second: Mrs. Hutler

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

Passed unanimously

Motion to approve ratification of the Memorandum of Agreement for the Ocean County Library Employees Association, Librarian Supervisors Unit and Librarian Non-Supervisors Unit:

Second: Mrs. Barone
Mrs. Hutler

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

Passed unanimously

Motion to approve the appointment of Rachael Lavoie-Dohn, Librarian 4, Branch Services, for a title change to Chief Librarian of the Toms River Branch at an annual salary of \$80,000.00, effective December 15, 2016:

Second: Mrs. Barone
Mrs. Hutler

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

Passed unanimously

Mr. Baglio thanked the Library Commission for their support during his three-year term as chairman. Ms. Quinn thanked Mr. Baglio for his service to the Ocean County Library on behalf of herself as Library Director and the Library's Management Team and staff. The Commissioners also added their appreciation for Mr. Baglio's service as chairman.

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

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 4:50 p.m.

Respectfully submitted,



Georgette Breslin, Secretary
Ocean County Library Commission