

OCEAN COUNTY LIBRARY COMMISSION
MINUTES OF REGULAR MEETING
Tuesday, January 17, 2017

Attendees: Ocean County Library Commission
Susan Hutler, Chair
Ruthanne Scaturro, Vice Chair
Sal Baglio
Heather Barone
Henry J. Mancini
Christopher Mullins
Bonnie R. Peterson

Other Attendees: Jack Sahradnik, Library Counsel
Edward Feurey, Library Counsel
Susan Quinn, Library Director
Sara Hansen, Assistant Director
Rita Oakes, Chief Librarian, Branch Services
 Director's Award for Excellence
Jeri Gunther, Chief Librarian, Operations
Rachael LaVoie-Dohn, Chief Librarian, Toms River
 Librarian of the Year
Joseph Cahill, Maintenance Supervisor
David Evans, Information Processing Manager
Tim Mailley, Information Processing Manager 1, Level II
Jennifer Doderer, Personnel Director
Jennifer Woodman, Budget Officer
Deborah Blackwell, Training Coordinator
Kate Sanchez, Librarian 4, Public Relations
Harry Applegate, Administration
Judy Clayton, Support Staff Person of the Year
Kelly Czupkiewicz, Librarian 2, Public Relations

Presiding: Susan Hutler

Mrs. Hutler read the Open Public Meetings Act at 4:15 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 14, 2016, 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 16, 2016, advance written notice of this meeting was published in the *Asbury Park Press*;
 3. On December 14, 2016, advance written notice of this meeting was filed with the Clerk of the County of Ocean;

On December 14, 2016, 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 14, 2016

2. Roll Call and Announcements
3. Introduction of Staff Honorees

Ms. Quinn introduced the 2016 Librarian of the Year Rachael LaVoie-Dohn, currently the Chief Librarian of Toms River Branch; 2016 Support Staff of the Year Judy Clayton, Principal Library Assistant and Meeting Room Coordinator, Toms River Branch; and winner of the 2016 Director's Award for Excellence Rita Oakes, Chief Librarian, Branch Services. The honorees were congratulated by the Library Commissioners.

4. Approval of Minutes, Regular Meeting, December 13, 2016 (Copy on file, Library Administration Office)

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

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

Abstained: Mr. Mullins, Mrs. Scaturro

5. Approval of Financial Statement, December, 2016 (Copy on file, Library Administration Office)

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

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

Passed unanimously

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

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

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

Passed unanimously

7. Bill Certificate Lists # 13 and # 1 (Copy on file, Library Administration Office)

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

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

Passed unanimously

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

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

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

Passed unanimously

9. Director's Report

Library Budget Update: Ms. Quinn said that the closeout of the financials at the end of the year would enable the library to allocate additional funds into the contingency and rate stabilization fund lines in the 2017 budget, with Commission approval. Ms. Quinn commended the Finance Department led by Jennifer Woodman, Budget Officer, the Management team and Sara Hansen, Assistant Library Director. Ms. Quinn said that she reviewed this matter with the Commission Finance Committee and asked if they wanted to speak on the matter. Mr. Mancini thanked everyone for their hard work and efforts. He said the budget as delivered is sound and a product of a lot of work. He noted that having some extra money at the end of the year will help us moving forward and he fully supported it. Mr. Mullins said the rate stabilization fund was something we were worried about, but the extra funds put in there certainly help. Ms. Quinn added that there was no change to the dedicated tax.

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

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

Passed unanimously

Point Pleasant Borough Branch: Ms. Quinn said the Point Pleasant Borough Branch was closed for a day and a half for repairs to the boiler which resulted in a lack of heat in the building. During repairs, the Library's Facilities team discovered that the gas meter was not providing the proper gas pressure to the building and had to be replaced by New Jersey Gas before the boiler could be restarted and checked to be sure it was operating properly. Repairs were completed and there is heat in the building. The branch opened today at 1:00 p.m. Ms. Quinn thanked Joe Cahill, Facilities Manager and his team Facilities team for their work on the project.

National Library of Medicine Symposium: Ms. Quinn said the National Network of Libraries and Medicine for the Mid-Atlantic region, a federally-funded program through the National Library of Medicine, had invited her to speak on the Ocean County Library's experience during Superstorm Sandy at a symposium on February 28, 2017 in Dover, Delaware. They asked her to partner with someone else in Ocean County; Ms. Quinn will ask the County Health Department if they would like to join her. They hope to learn from our experiences with Superstorm Sandy and will cover all costs.

Collections Department Updates: The hoopla digital service of downloaded e-books, audio, music and film has been renewed for an additional year. Our customers borrowed 18,000 items. Downloadable audio books are the most popular format and the original Broadway cast recording of Hamilton was the most popular title borrowed.

Brainfuse, our newest database, provides online tutoring help (Help Now) and assistance to job seekers (Job Now). Statistics from September 2016 through December 2016 showed the database usage for Help Now was 7,052, with 295 live tutoring sessions. Job Now was 1,419 with 20 live coaching sessions. This is completely separate from NJ Labor and Workforce Development, which is also helping job seekers. I would like to commend our library staff for providing these great services to our public.

Mr. Mullins asked if we sent letters to local schools informing the teachers about this database. Ms. Quinn said that the Teen Services and Youth Services have been getting the word out to the schools during their outreach visits, but a letter is also a good idea.

NEA Big Read Program: Ms. Quinn pointed out item "H" on the agenda. The library is looking to support the Toms River Regional school district in their grant application to the National Endowment for the Arts (NEA). They are applying for the NEA Big Read program in partnership with Arts Mid-West. This is a nationwide competitive grant that aims to broaden the understanding the joy of sharing a good book; it seeks to inspire conversation and discovery. The NEA program will run September 1, 2017 through June 30, 2018. 75 organizations will be selected for grants ranging from \$5,000 to \$20,000 each. Toms River Regional school district is seeking to partner with the library; this would involve 5,000 of their students. Ms. Quinn noted that this is one of the largest letters of support the library has done.

10. Communications

Ms. Quinn received a letter today from O'Donnell, Stanton & Associates informing us that their client, Mandrake Properties, wishes to construct two (2) buildings consisting of twelve (12) residential apartment units per building in Ocean Township and asked if we could handle the volume these buildings would create. Chief Librarian Rita Oakes will draft a reply from the Ocean County Library saying we can.

11. New Business

Resolutions

- A. Authorizing the annual renewal of the agreement with the Toms River Parking Authority to provide free parking on Saturdays in the municipal parking deck for library patrons at a cost of \$10,000.00 for the period of January 1, 2017 through December 31, 2017;
- B. Authorizing the expenditure of the State Per Capita Aid account in the amount of \$250,342.00 for salaries in the 3rd pay period of 2017;
- C. Authorizing the Library Buyer to purchase materials, supplies and equipment for the Ocean County Library through State Contracts and pursuant to the Local Public Contracts Law and all New Jersey State Laws; and authorize the Facilities Manager to purchase materials, supplies and equipment in the absence of the Library Buyer; and authorize the

following Library titles (Library Director; Assistant Library Director, and Chief Librarian) to sign orders for the payment of goods and services relating to the Library;

- D. Ratifying the actions of the Personnel Director authorizing the Ocean County Library to participate in the vision care plan provided by the County of Ocean for County employees in 2017;
- E. Authorizing a resolution for the solicitation of public bids for security cameras for various library locations;
- F. Authorizing a resolution for the solicitation of public bids for landscaping and snow removal services for various library locations;
- G. Authorizing a resolution for the solicitation of formal proposals using the competitive contracting process for accounting software;
- H. Authorizing the Library to support and partner with the Toms River Regional School District in the school's grant application to the National Endowment for the Arts (NEA) Big Read due on January 26, 2017;

Bid Awards / Change Orders / Contracts

Approvals

- I. Approving the Library Director to submit the New Jersey State Library Annual Report with the permission of the Library Commission Chairperson by the March 15, 2017, deadline;
- J. Approving the Ocean County Library's System Friends of the Library Steering Committee to host a Mah Jongg Tournament on Wednesday, April 19, 2017, 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;
- K. Approving library vehicles driven by approved staff to shuttle Mah Jongg Tournament participants on Wednesday, April 19, 2017, 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.;
- L. Approving a one month extension of borrowing privileges to Burlington County Library cardholders pending renewal of the reciprocal borrowing agreement;
- M. Approving the 33rd Annual Staff In-Service on Friday, December 8, 2017;
- N. Approving a delayed opening of the Library System at 1:00 p.m. on Friday, December 8, 2017, for the Staff In-Service;

Donations

- O. Accepting a donation of \$200.00 from The Hecht Family Foundation for the Library;
- P. Accepting a Roscoe Medical Rollator from Perlita Talamonti for use at the Brick Branch;
- Q. Accepting a donation of \$1,000.00 from The Stokes Family to the Long Beach Island Branch for children's programming;
- R. Accepting a donation of \$6,500.00 from the Friends of the Brick Library for programming at the Brick Branch;
- S. Accepting a donation of \$2,000.00 from the Friends of the Point Pleasant Boro Branch for programming at the Point Pleasant Boro Branch;
- T. Accepting a donation of \$200.00 from the Ocean County Genealogical Society to support the Wheeler Room's local history and genealogy.

Ms. Quinn read the donations to the Ocean County Library listed above.

Approval of Items "A" through "T":

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

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

Passed unanimously

12. Old Business

13. Public Comment

14. Closed Session for the purpose of discussing contractual personnel matters related to collective bargaining.

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

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

Passed unanimously

Motion to return to Open Session:
Mrs. Scaturro
Second: Mr. Mancini

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

Passed unanimously

Motion to approve the submitted Organization Chart:

Mrs. Barone
Second: Mrs. Scaturro

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

Passed unanimously

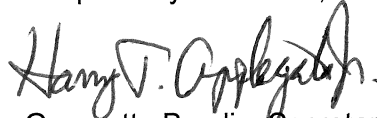
15. Move to adjourn: Mr. Mancini
Second: Mrs. Scaturro

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 5:10 p.m.

Respectfully submitted,



For Georgette Breslin, Secretary
Ocean County Library Commission