

OCEAN COUNTY LIBRARY COMMISSION  
MINUTES OF REGULAR MEETING  
Tuesday, February 21, 2017

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

Absent:                 Ruthanne Scaturro, Vice Chair

Other Attendees:    Edward Feurey, Library Counsel  
Susan Quinn, Library Director  
Sara Hansen, Assistant Director  
Rita Oakes, Chief Librarian, Branch Services  
Rachael LaVoie-Dohn, Chief Librarian, Toms River  
Joseph Cahill, Maintenance Supervisor  
David Evans, Information Processing Manager  
Tim Mailley, Information Processing Manager 1, Level 1  
Jennifer Doderer, Personnel Director  
Jennifer Woodman, Budget Officer  
Deborah Blackwell, Training Coordinator  
Lauren Carboy, Technology, UXP  
Kelly Czupkiewicz, Technology, UXP  
Caroll Murray, Collections  
Kate Sanchez, Public Information Officer

Presiding:             Susan Hutler

Mrs. Hutler 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 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;
  4. 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.

The Pledge of Allegiance.

2. Roll Call and Announcements

3. Approval of Minutes, Reorganization Meeting, January 17, 2017 (Copy on file, Library Administration Office)

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

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

Passed unanimously

4. Approval of Minutes, Regular Meeting, January 17, 2017 (Copy on file, Library Administration Office)

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

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

Passed unanimously

5. Approval of Financial Statement, January, 2017 (Copy on file, Library Administration Office)

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

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

Passed unanimously

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

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

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

Passed unanimously

## 7. Bill Certificate List # 2 (Copy on file, Library Administration Office)

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

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

Passed unanimously

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

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

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

Passed unanimously

## 9. Director's Report

Library's Dedicated Tax: Ms. Quinn said that the Ocean County Board of Chosen Freeholders established the Library's dedicated tax for 2017 in the amount of \$36,070,110.00 at the January 18, 2017, Freeholders meeting. The final 2017 Net Valuation for the Library Tax Apportionment was received from the County Tax Administrator on February 15, 2017. The updated figure brings the Library tax rate for 2017 down by -0.49% from the previous year.

Partnership with Rutgers T.E.E.M., Gateway, & Youth Services Network of Ocean County: Ms. Quinn said that the Youth Services Network seeks to improve the quality of life for out-of-school youth living in Ocean County by providing access to educational, vocational, and employment opportunities. The Library will provide internship opportunities for youth who complete the intake process with the Youth Services Network. The interns' salaries will be paid for by the Youth Services Network. This partnership supports the library's commitment to diversity and inclusion by providing job opportunities for youth who are differently-abled.

James J. Mancini Memorial Author Event: Ms. Quinn said that the Toms River Branch is requesting to hold the James J. Mancini Memorial Author event in the evening of Saturday, September 9, 2017. The event will feature #1 New York Times bestselling author Jennifer Weiner. Ms. Weiner's books have spent over five (5) years on the NY Times bestseller list with over 11 million copies in print in 36 countries. She is considered the "Queen of Chick Lit".

StoryWalk®: Ms. Quinn said that the Long Beach Island Branch is seeking permission to have a StoryWalk® in Bayview Park in Long Beach Township this summer.

Circulation Services: Ms. Quinn stated that the length of holds is being shortened from eight (8) days to five (5) days. In the summer of 2016 all branches participated in a survey that concluded that only 17% of holds were picked up after day five (5). In order to circulate materials more quickly the hold time will be reduced to five (5) days.

Gannett Foundation Grant Application: The National Issues Forums Institute (NIFI) is a nonprofit, nonpartisan organization that serves to promote public deliberation about challenging public issues. These Forums are neutrally moderated and encourages positive interaction between people who many not agree, but are encouraged to find a shared direction. Ocean County Library has done National Issues Forums in the past on topics of Energy; Immigration; and Racial and Ethnic Tensions.

Mrs. Hutler noted that this grant application request is listed as Item "A" under new business. She stated that she wanted to make sure that this grant does not slant in one direction or the other and that the public depends on us that we represent true news in a nonbiased way.

Pew Research Center Report: Ms. Quinn said on September 9, 2016, the Pew Research Center published a report titled, "Libraries 2016". The reported stated that libraries can help people decide what information they can trust. 37% of Americans feel that public libraries contribute a lot in this regard. This report states, "Attitudes about libraries, the main difference between library users and non-users has to do with trust and information... people who have used libraries in the past year are more likely than others to say that libraries are a resource that can help them decide what information to trust". 43% of library users say they agree "a lot" that libraries are places that help people decide what information to trust, while 29% of those who have never been to a library still say that the library is a place that they can trust.

Ms. Quinn reiterated that people trust the Library, even those that do not visit. Libraries are essential to the Community.

Presentation by OCL Technology UXP: New Website: Dave Evans demonstrated to the Library Commission the new Ocean County Library Website that is tentative to go live the beginning of the 2<sup>nd</sup> quarter in April.

## 10. Communications

## 11. New Business

### **Resolutions**

- A. Authorizing the Library to apply for the Gannett Foundation's Community Grant for the National Issues Forum in the amount of \$7,000.00;

## **Bid Awards / Change Orders / Contracts**

### **Approvals**

- B. Ratifying the actions of the Library Director authorizing the Plumsted Branch to be open before normal open hours at 8:30 a.m. on Thursday, February 16, 2017, and Monday, March 20, 2017, for a workshop in partnership with the New Egypt School District Administration and Literacy Director;
- C. Approving a one (1) month extension of borrowing privileges to Burlington County Library cardholders pending renewal of the reciprocal borrowing agreement;
- D. Approving the Library Director and Chairperson of the Ocean County Library Commission to sign and submit the 2017 Public Library Data Service (PLDS) by the deadline of March 31, 2017;
- E. Approving setting a suggested donation for 2017 National Library Week T-Shirts, both men's and women's between \$5.00 and \$15.00 for small, medium, large, and extra-large sizes, and between \$5.00 to \$20.00 for XXL and 3XL sizes;
- F. Authorizing the updated fines and fee schedule for 2017 which specifies increasing in non-resident library card price to \$9:50;
- G. Approving the State of New Jersey Department of Children and Families to use the Bishop Building meeting room for Ocean County North Family Parent training in excess of six (6) meeting room uses allowed by government and non-profit partners. They are requesting a total of fourteen (14) uses;
- H. Approving Holman, Frenia, & Allison, P.C. use of library meeting rooms in excess of the two (2) meeting room uses allowed for local businesses. They are requesting total of five (5) uses;
- I. Approving the Long Beach Island Branch to have a StoryWalk in Bayview Park in Long Beach Township during the summer 2017;
- J. Approving the Toms River Branch to be open after hours on Saturday, September 9, 2017, from 5:00 p.m. to 9:00 p.m. for the James J. Mancini Memorial Author Event with best-selling author Jennifer Weiner;

### **Donations**

- K. Accepting a \$500.00 donation from Anthony Horan in Memory of his mother, Rose Horan;
- L. Accepting a \$300.00 donation from The Renzulli Charitable Trust in Memory of Victoria J. Mastrobuono for the Bay Head Reading Center;
- M. Accepting a \$250.00 donation from the Kiwanis Club of LBI for children's programs at the Long Beach Island Branch;
- N. Accepting a \$1,500.00 donation from the Friends of the Plumsted Branch to be used at the discretion of the Plumsted Branch;
- O. Accepting thirty-five (35) tuxedos from the Dress Me Up store in Forked River for the Prom Dress Giveaway. The tuxedos are valued at \$4,000.00;

- P. Accepting a \$1,600.00 donation from the Tuckerton Library Association for programming and supplies at the Tuckerton Branch;
- Q. Accepting a \$575.00 donation from the Friends of the Waretown Library to be used at the discretion of the Waretown Branch.

Approval of Items "A" through "Q":

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

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

Passed unanimously

12. Old Business

13. Public Comment

14. Closed Session for the purpose of discussing collective bargaining negotiations with the Library's unions and a review of a legal matter.

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

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

Passed unanimously

Motion to return to Open Session:

Second: Mrs. Peterson  
Mr. Mullins

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

Passed unanimously

Motion to approve the Memorandum of Agreement with the OPEIU Local 32, AFL-CIO,  
Librarian 4 Unit:

Second: Mrs. Barone  
Mrs. Peterson

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

Passed unanimously

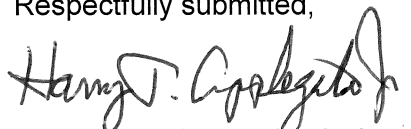
15. Move to adjourn: Mr. Mancini  
Second: Mrs. Peterson

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 5:34 p.m.

Respectfully submitted,



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