

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

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

Arrived after start of the meeting:
Bonnie R. Peterson

Other Attendees: Edward Feurey, Library Counsel
David Millard, Labor Counsel
Susan Quinn, Library Director
Sara Hansen, Assistant Director
Jeri Gunther, Chief Librarian, Administration
Rachael LaVoie-Dohn, Chief Librarian, Toms River
Joseph Cahill, Maintenance Supervisor
David Evans, Information Processing Manager 1, Level 2
Tim Mailley, Information Processing Manager 1, Level 1
Jennifer Doderer, Personnel Director
Jennifer Woodman, Budget Officer
Harry Applegate, Administration
Kate Sanchez, Public Information Officer
Terrie Richardson, O.C.L.E.A.

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.
2. Pledge of Allegiance
3. Roll Call and Announcements

4. Approval of Minutes, Regular Meeting, February 21, 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. Hutler
Abstained: Ruthanne Scaturro

Passed unanimously

5. Approval of Financial Statement, February, 2017 (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. Scaturro, Mrs. Hutler

Passed unanimously

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

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

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

Passed unanimously

7. Bill Certificate List # 3 (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. Scaturro, Mrs. Hutler

Passed unanimously

Mrs. Peterson arrived at this time.

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

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

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

Passed unanimously

9. Director's Report

IMLS: Ms. Quinn let the Commission know that the proposed 2018 Federal Budget eliminates the Institute of Museum and Library Services (IMLS). In 2016, IMLS provided \$4,029,608.00 to the New Jersey State Library through "The Grants to States Program" which funded the following programs:

- Talking Book & Braille Center (TBBC)
 - Ocean County Library is a deposit library with TBBC, which provides free services on behalf of the National Library Service for the Blind and Physically Handicapped at the Library of Congress, at all 21 Ocean County Library locations for Ocean County's children, teens, adults and senior citizens who have difficulty reading standard print or trouble holding a book, or have learning disabilities which preclude them from reading print.
- Technology – Databases
 - Databases that the New Jersey State Library provides to OCL including EBSCOhost, one of our main databases used to support our residents and schools throughout Ocean County, and Rosetta Stone.
- Technology Services
 - Jersey Connect and Library Support Services - These provide backbone infrastructure for technology for all of New Jersey's libraries. The internet and technology is critical for information services in today's age.

Ocean County Library is also the recipient of the National Medal for Museum and Library Service from the Institute of Museum and Library Services in Washington, D.C. for demonstrating extraordinary and innovative approaches to public service, exceeding levels of community outreach and core programs generally associated with its services. This award was presented to the Ocean County Library in 2007 by First Lady Laura Bush at a ceremony in Washington, D.C.

The American Library Association released a statement about the 2018 Federal Budget proposal to eliminate federal library funding calling it counterproductive and short-sighted.

Additionally, the 2018 Federal Budget proposes the elimination of the National Endowment for the Arts (NEA) and the National Endowment for the Humanities (NEH), the latter of which provides funding support to the New Jersey Council on Humanities, which has provided the Ocean County Library with wonderful grant funded programs and exhibits. The most recent one was the New Jersey Counsel for Humanities Grant for the Water/Ways exhibit that will be coming to Ocean County Library in 2019.

These are challenging times for libraries in our state and across the country. The Ocean County Library is strong due to its long history of conservative fiscal management, and focus

on consolidation and shared services, to provide excellence in library services to the 32 of 33 municipalities that participate in the library system. We have the support of our Ocean County residents, the Ocean County Board of Chosen Freeholders, the Ocean County Library Commission, our Friends groups and Ocean County Library Foundation. The Ocean County Library is committed to promoting library services for everyone regardless of age, class, gender and gender identity, ethnicity, mental ability, physical ability, political affiliation, race, religion, or sexual orientation. The Library is a place of learning, civility and civil discourse and our goal is to make sure that all people are treated with dignity, courtesy, and respect.

As more information about the library funding situation at the state and national level becomes available, I will be sure to share this information with you. I have advised our staff that the best thing they can do at this time is to do what they do every day – to continue with our mission of “Connecting People, Building Community, Transforming Lives” by providing excellent customer service to our residents each and every day. Find a way to let our residents know that the Library has books and so much more and we are an essential community anchor. The Ocean County Library transforms lives. Our staff comes to work each day with enthusiasm, and brings their best thinking and creativity to the work that they do on behalf of the Ocean County Library and residents.

Libraries are a very special place and we are essential to our communities. The Ocean County Library learned this lesson well through our recent experience with Superstorm Sandy, where we served as a ‘port in the storm’ for our residents.

Ms. Quinn thanked the Commission and the Freeholders, our residents and our staff, for their continued support of the Ocean County Library.

NJLA Conference: Ms. Quinn informed the Commission that the New Jersey Library Association Conference is taking place from Monday, April 24, 2017 through April 26, 2017 at Harrah’s Waterfront Conference Center in Atlantic City. Ms. Quinn discussed the Ocean County Library’s presentations and named the many Ocean County Library presenters: Caroline Aversano will present *Making Your Space: The Nuts and Bolts of Policy Procedures for Makerspaces*; Deborah Blackwell will present *Agree to Disagree Without Being Disagreeable*; Colleen Affrime, and Matt Kopp (Jackson Branch), Dorothy Luyster (Toms River) will present *Turning Failing Programming into Winning Programming: How to Make Stats Go from 0 to 40!*; Gwen Lareau (Toms River Branch), will present *Home Delivery in the Digital Age*; and Colleen Gunther and Katherine McKnight (Lakewood Branch) will present *Maker Outreach: Taking Tech to Urban Schools*. The New Jersey Library Association asked Ms. Quinn and other Library Director’s to present *Introverted Leadership: How Introversion Leads to Success*.

Autism Resources Fair: Ms. Quinn thanked the Cultural Awareness Team for their work on the Ocean County Library’s Autism Resources Fair on Saturday, April 1, 2017 from 10:00 a.m. to 4:00 p.m. This program is in partnership with Parents of Autistic Children (POAC) and several groups who are inviting families and caregivers to meet autism organizations and experts. The keynote speaker will be Gary Weitzen, Executive Director of POAC. There will be children’s activities, balloon artists, and representatives from several organizations available. Wendy Smolowitz of the Jackson Branch initiated this program. This is a great opportunity to Connect People, Build Community, and Transform Lives. Ms. Quinn invited the Commission to attend.

10. Communications

11. New Business

Resolutions

- A. Authorizing execution of an agreement with the County of Ocean for full, equal member participation in the County's Self-insured and Excess Liability Programs to include \$13,216.00 for the Self-Insured General Liability Program, \$26,175.00 shall be paid and will be credited as one year premium payment towards the Excess General Liability Program, \$109.00 per vehicle and \$211.00 per vehicle for principal damage coverage, a per occurrence deductible of \$500.00 is applicable. An amount of \$863.00 shall be paid and shall be credited as a one year premium payment for Excess Automobile Liability Program, \$35,495.00 for the Property Insurance Premium and \$783.00 for the Fine Arts Floater. Excess Policy deductibles for these coverages are \$100,000.00 for most perils for the period of April 1, 2017 through March 31, 2018;
- B. Authorizing the disposal of two library vehicles: a 2001 GMC 2500 Savanna Maintenance Van (#383) and a 2001 Ford Taurus Station Wagon (#673) as they are aged and in need of multiple repairs;
- C. Authorizing a resolution for the solicitation of public bids for a new Delivery Truck;
- D. Authorizing a resolution for the solicitation of public bids for maintenance and service for 3M/Bibliotheca Self-Checkout units;

Bid Awards / Change Orders / Contracts

- E. Approving Award of Bid for Lawn Maintenance and Snow Removal Services as follows;
 - Region II (Brick, Point Pleasant Borough, Point Pleasant Beach, Upper Shores) to Clean Cut Lawn Care at a yearly cost of \$13,550.00;
 - Region III (Berkeley, Lacey, Waretown, Barnegat, Beachwood) to RPM Landscaping at a yearly cost of \$22,145.00.
 - Region IV (Stafford, Tuckerton, Long Beach Island, Little Egg Harbor) to RPM Landscaping at a yearly cost of \$15,970.00.
 - Region V (Plumsted, Manchester, Jackson, Lakewood) to RPM Landscaping at a yearly cost of \$23,440.00.
- F. Approving Award of Bid for Security Cameras to North American Video, Brick, NJ, in the amount of \$26,784.34;

Approvals

- G. Approving the Library Director to enter into a Reciprocal Borrowing Agreement with the Burlington County Library for the period of January 1, 2017, through December 31, 2017, at a cost of \$1.00 per loan. The reimbursement shall not exceed \$10,000.00; and to extend the current agreement for one (1) month;
- H. Approving year two (2) of a two (2) year contract agreement with Preferred Behavioral Health Consulting Group, Inc. for Employee Assistance Program (EAP) beginning March 1, 2017, through February 28, 2018, at a cost of \$3.41 per month per employee, for a

total cost of \$23,733.60; Resolution was approved at the February 16, 2016, Library Commission Meeting approving the cost;

- I. Approving collection bins at the Brick, Barnegat, Berkeley, Jackson, Little Egg Harbor, and Toms River branches to accept cell phones for the "Cell Phones for Soldiers" program from Monday, May 1, 2017, through Wednesday, May 31, 2017;
- J. Approving the Beachwood Branch to be open at 9:00 a.m. before normal library hours on Saturday, April 29, 2017, for the Friends of the Beachwood Branch to conduct their book sale;
- K. Approving the By-Laws of the Friends of the Lakewood Branch;
- L. Approving the use of the Toms River Branch lobby, restrooms, and Library Café after-hours for the Toms River Township Food Fest on Saturday, May 6, 2017, from 11:00 a.m. to 8:00 p.m., with a rain date of Sunday, May 7, 2017;
- M. Approving the Waretown Branch to participate in the annual "Paint the Town Pink" event during May with decorations to be placed in and around the Branch;

Donations

- N. Accepting a donation of \$1,000.00 from the Friends of the Lacey Branch for the purchase of two (2) slatwall end panels and accompanying shelving for the Branch.

Ms. Quinn mentioned that we are in negotiations with the Burlington County Library System (Item "G".) based on our circulation statistics from last year. This figure is on par with our Monmouth County Library agreement.

Approval of Items "A" through "N":

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

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 collective bargaining negotiations with the Library's unions.

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

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:

Mr. Mancini
 Second: Mr. Mullins

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

Passed unanimously

Motion to approve the Ocean County Library Employees Association Part-time Support Staff Memorandum of Agreement:

Mrs. Barone
 Second: Mr. Baglio

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

Passed unanimously

Motion to approve the Ocean County Library Employees Association Full-time Support Staff Contract;

Mrs. Scaturro
 Second: Mr. Baglio

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

Passed unanimously

Motion to approve the Ocean County Library Employees Association Librarian Non-Supervisors Contract;

Mrs. Scaturro
 Second: Mr. Baglio

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

Passed unanimously

Motion to approve the Ocean County Library Employees Association Librarian Supervisors Contract;

Mrs. Scaturro
 Second: Mr. Baglio

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

Passed unanimously

Motion to approve the Office and Professional Employees International Union (OPEIU),
Local 32, AFL-CIO Contract;

Second: Mrs. Scaturro
Mr. Baglio

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

Passed unanimously

Motion to approve two (2) Addenda to the Personnel Actions Resolution;

Second: Mrs. Peterson
Mr. Baglio

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

Passed unanimously

Public Comment

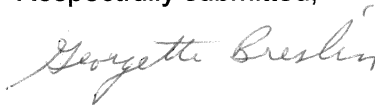
Terrie Richardson, former employee and Business Manager of the Ocean County Library Employees Association, spoke about being involved with the Unions for the past 30 years and has taken lead in the last three contracts for OCLEA. She commented on negotiation processes and how it is a give and take proposition on both sides. Ms. Richardson complimented Mr. Millard's leadership during the negotiations and wanted to finally introduce herself to the Commission and offer her help in clearing up any questions they may have about the negotiation of union contracts. She thanked the Commissioners for their work with the Ocean County Library.

15. Move to adjourn: Mrs. Scaturro
Second: Mr. Mancini
Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 4:40 p.m.

Respectfully submitted,



Georgette Breslin, Secretary
Ocean County Library Commission