

**OCEAN COUNTY LIBRARY COMMISSION
MINUTES OF REGULAR MEETING
Tuesday, April 18, 2017**

Attendees: Ocean County Library Commission
Ruthanne Scaturro, Vice Chair
Heather Barone
Henry J. Mancini
Bonnie R. Peterson

Arrived after the start of the meeting:
Christopher Mullins

Absent: Sal Baglio
Susan Hutler, Chair

Other Attendees: Edward Feurey, Library Counsel
Susan Quinn, Library Director
Sara Hansen, Assistant Director
Jeri Gunther, Chief Librarian, Administration
Rachael LaVoie-Dohn, Chief Librarian, Toms River
Jennifer Doderer, Personnel Director
Jennifer Woodman, Budget Officer
Barry DePaul, Assistant Maintenance Supervisor
Tim Mailley, Information Processing Manager 1, Level 1
Rodney Haines, Holman, Frenia, Allison, P.C.
Caroll Murray, President, Ocean County Library Employee Association
(OCLEA)
Terrie Richardson, Business Manager, Ocean County Library Employee
Association (OCLEA)
Harry Applegate, Administration

Presiding: Ruthanne Scaturro, Vice-Chair

Mrs. Scaturro 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. Presentation by Holman, Frenia, Allison, P.C.: 2016 Library Audit

Rodney Haines handed out copies of the draft audit for the year ending December 31, 2016 and explained some of its highlights. He said that they are waiting on information for the notes from the County to finalize the audit and that they received that information this morning. He noted that there would be no comments reported to the State Library. He read the Governance letter to the Library which tells of minor monies differences in a few branches. The auditors visited four (4) branches. The Library has outstanding unspent grant monies that are over a year old. Mr. Haines is asking that this be looked into. Mrs. Barone asked if a report was required at the end of a grant and Ms. Quinn stated that they are completed when the grant is finished. Mr. Haines suggested that the final grant reports may have been made and the monies were not allocated out of the grant account. He said the audit will be finalized for approval at the next Commission Meeting.

Mrs. Scaturro thanked Mr. Haines for his presentation.

Mr. Mullins entered the meeting during the Auditor's presentation.

- 5. Approval of Minutes, Regular Meeting, March 21, 2017 (Copy on file, Library Administration Office)

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

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

Passed unanimously

- 6. Approval of Financial Statement, March, 2017 (Copy on file, Library Administration Office)

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

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

Passed unanimously

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

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

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

Passed unanimously

8. Bill Certificate List #4 (Copy on file, Library Administration Office)

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

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

Passed unanimously

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

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

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

Passed unanimously

10. Director's Report

Staff Development Day: Ms. Quinn invited the Commission to Staff Development Day from 9:00 a.m. to 4:00 p.m. on May 12, 2017 for part or all of the day's programs. This time will count towards the State's Continuing Education Requirements for State Aid.

National Library Week: Ms. Quinn said we celebrated National Library Week (NLW) last week and she thanked all staff for their hard work. Ms. Quinn thanked Freeholder Vicari for appearing in the Library's NLW video and issuing a proclamation.

Capital Budget: Ms. Quinn thanked the Ocean County Board of Chosen Freeholders for their support for approving \$300,000 of Capital Budget money for maintenance of the library facilities.

Burlington County Library Reciprocal Borrowing Agreement: The 2017 renewal of the Reciprocal Borrowing Agreement is listed for approval as Item "A" under New Business. The Ocean County Library and Burlington County Library also provide the Joint Base library with services through this agreement.

2016 End of Year Overview: Ms. Quinn read highlights of the 2016 End of Year System Overview and reviewed the impact of Superstorm Sandy on our circulation statistics. While circulation and other areas of service experienced a downward trend in 2016, we have continuing increases in the use of digital resources across the board. Public computer use was down, but the number of wireless broadband users went up significantly. 2015 was the Library's 90th Anniversary and many special programs were held throughout the year which is why the number of programs held in 2016 was down compared to 2015. Ms. Quinn added that the challenges that we are facing gives us an opportunity to reinvent ourselves and the library. We are looking forward to 2017 as a rebuilding year that will ensure our success.

Ms. Quinn thanked the Commission and the Management Team for their support. She will share this information with staff and is sure staff will be able to add ideas for ways to achieve our goals and provide excellence in library services to Ocean County.

Mr. Mancini said it was a great report and he likes the idea that the staff is thinking 'Outside the Box'. He said that we should not put emphasis on losing patronage from Superstorm Sandy. The current housing boom tends less toward single family homes and more towards multi-family homes, especially in the northern part of the county.

Mr. Mullins stated that more and more local high schools are offering college credits to enable students to graduate high school with an Associate's degree. The library could see an impact with usage.

Ms. Quinn thanked Mr. Mancini and Mr. Mullins for their suggestions and said she would pass this information on to staff.

Mrs. Scaturro thanked Ms. Quinn for a good report and commented on the library's creative staff.

11. Communications

12. New Business

Resolutions

- A. Authorizing execution of a one-year reciprocal borrowing agreement with Burlington County Library System for the period of January 1, 2017, through December 31, 2017, for a reimbursement of \$1.00 per net loan not to exceed \$10,000.00;
- B. Authorizing a resolution for the solicitation of public bids for Library Collection Services (debt collection);
- C. Authorizing the Library to partner with the Children's Home Society of New Jersey by providing a letter of support for their grant application to the New Jersey Department of Health for the *Improving Pregnancy Outcomes: Ocean County Community Health Worker initiative*;
- D. Approving a letter of support for Ocean County College's grant application to become a Title II provider for Basic Literacy and Workforce Education Programs;

Bid Awards / Change Orders / Contracts

- E. Authorizing a correction due to a typographical error of the dates of contract on Award of Bid for Snow Removal / Landscaping Services changing the dates from April 1, 2016, through March 31, 2017 to April 1, 2017, through March 31, 2018;

Approvals

- F. Approving the Island Heights Branch to hold a program offsite at the Island Heights Pavilion on Monday, August 21, 2017;
- G. Approving the Lacey Branch to participate in the annual "Paint the Town Pink" event during May with decorations to be placed in and around the Branch;

- H. Approving the Point Pleasant Beach Branch to be open after hours on Thursday, May 11, 2017, for the Point Pleasant Beach Library Association's open house;
- I. Approving a partnership between the Plumsted Branch and the New Egypt MOMS (Moms Offering Moms Support) for a collection bin to be placed in the Branch from Saturday, July 1, 2017, through Sunday, August 20, 2017, for their annual campaign, "Pack the Sack" to help local children and their families with school supplies for the upcoming school year;
- J. Approving the use of the Toms River Branch's Mancini Hall for the after-hours Ocean County Parks & Recreation Carousel of Music events in the event of inclement weather in 2017;
- K. Approving the use of Toms River Branch lobby, restroom, and Library Café after-hours during the Ocean County Parks & Recreation Carousel of Music events in 2017;
- L. Approving the use of the Toms River Branch lobby, restrooms, and Library Café after-hours for the Downtown Toms River Business Improvement District (TRBID) Summer in the Street on Saturday, July 15, 2017, from 5:00 p.m. to 6:00 p.m.;
- M. Approving the use of Toms River Branch lobby, restroom, and Library Café after-hours on Tuesday, October 31, 2017, from 5:00 p.m. to 9:00 p.m. for the Toms River Fire Company #1's Annual Halloween Parade;
- N. Approving the closing of the Toms River Branch at 5:00 p.m. and opening the Branch's lobby and café after hours on Wednesday, November 1, 2017, from 5:00 p.m. to 9:00 p.m. for the Toms River Fire Company #1's Annual Halloween Parade (Rain Date);
- O. Approving the request of the Toms River Business Improvement District (TRBID) to utilize Mancini Hall and the library steps for the Downtown Toms River Christmas tree lighting on Friday, December 1, 2017, from 5:00 p.m. to 8:00 p.m.;
- P. Approving the use of the Toms River Branch lobby, restrooms, and Library Café after-hours for the Downtown Toms River Business Improvement District's (TRBID) Toms River Christmas tree lighting on Friday, December 1, 2017, from 5:00 p.m. to 8:00 p.m.;
- Q. Approving the Trustees of the Island Heights Library to apply for the 2017 grant: *Experience Jersey-Friendly* yards for \$1,000.00 through the Barnegat Bay Partnership to re-plant the front garden of the Island Heights Branch of the Library

Donations

- R. Accepting a microwave oven from the Jackson Friends of the Library for the MakerSpace.

Approval of Items "A" through "R":

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

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

Passed unanimously

13. Old Business

14. Public Comment

Karla Ivarson, former Ocean County Library employee, spoke about the Toms River Branch's MakerSpace and possible uses for this area for the public. She has researched 10 libraries in New Jersey and found out charges for the 3D printer are 25¢ for a 1/10 of an ounce of material used, 25¢ for 15 minutes use, and some are 10¢ per gram of other materials. She also discussed MakerSpace programs in various libraries and expressed an interest in having it available for use by patrons. Ms. Quinn said that use of this area is program-driven and there are currently nine (9) or 10 programs scheduled for May. She assured Ms. Ivarson that use of the area would be reviewed. Mrs. Scaturro thanked Ms. Ivarson for her input and assured her that her suggestions would be taken under consideration.

15. Closed Session for the purpose of contractual and personnel matters.

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

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

Passed unanimously

Motion to return to Open Session:
Mr. Mullins
Second: Mr. Mancini

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

Passed unanimously

1) Motion to approve the Ocean County Library Employees Association (OCLEA) Part-time Support Staff raises for 2016 and 2017 at 2% or the new minimum, whichever is greater.

Mr. Mancini
Second: Mrs. Barone

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

Passed unanimously

2) Motion to approve Monitor raises for 2016 and 2017 at 2%.

Mrs. Barone
Second: Mr. Mancini

Mr. Mullins questioned why the number of Monitors on the 2016 list was so different than the number of staff on the 2017 list. He wanted assurance that we were not giving raises to employees who were no longer employed. Ms. Doderer replied the raises are given to the staff employed at that time.

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

Passed unanimously

3) Motion to approve raises for Confidential employees for 2016 at 2%.

Mr. Mancini
Second: Mrs. Peterson

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

Passed unanimously

4) Motion to approve raises for Confidential employees for 2017 as listed on the resolution.

Mrs. Peterson
Second: Mr. Mancini

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

Passed unanimously

5) Motion to approve raises for Management staff for 2016 at 2% to include the Library Director and Personnel Director.

Mrs. Peterson
Second: Mr. Mancini

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

Passed unanimously

6) Motion to approve the Ocean County Library Employees Association (OCLEA) Part-time Support Staff Contract.

Mrs. Peterson
Second: Mrs. Barone

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

Passed unanimously

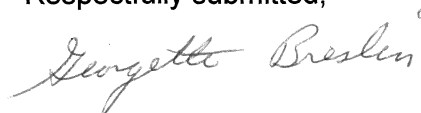
16. Move to adjourn: Mr. Mancini
Second: Mrs. Peterson

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 6:29 p.m.

Respectfully submitted,



Georgette Breslin, Secretary
Ocean County Library Commission

