

OCEAN COUNTY LIBRARY COMMISSION
MINUTES OF REGULAR MEETING
Tuesday, May 16, 2017

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

Arrived after the start of the Meeting:
Bonnie R. Peterson

Absent: Ruthanne Scaturro, Vice 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
Joseph Cahill, Maintenance Supervisor
David Evans, Information Processing Manager
Jennifer Doderer, Personnel Director
Deborah Blackwell, Training Coordinator
Jennifer Woodman, Budget Officer
Tim Mailley, Information Processing Manager 1, Level 1
Kate Sanchez, Librarian 4, Public Relations
Harry Applegate, Administration
Caroll Murray, Collections Department

Presiding: Susan Hutler, Chair

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, April 18, 2017 (Copy on file, Library Administration Office)

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

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

Passed unanimously

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

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

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

Passed unanimously

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

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

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

Passed unanimously

7. Bill Certificate List #5 (Copy on file, Library Administration Office)

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

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

Passed unanimously

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

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

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

Passed unanimously

9. Director's Report

Lakewood Branch to be an Open Feeding Site: Ms. Quinn pointed to Item "I" under New Business and asked for the Commissioner's opinions on the library's involvement. She explained that a similar program was tried in 2011 with the Lakewood Branch's Smart Kids summer program that provided free lunches through the Lakewood public schools.

Mrs. Hutler said she thought the concept was good but she wasn't sure if the library was the proper venue for this program. She asked if it needs the Board of Health's approval for serving lunches, must they be Lakewood residents and who would oversee that? Is there need for a nurse to be present? How do we oversee the age requirement? She later added the possibility of having to address food allergies.

Mr. Mullins asked how the trash would be handled and if there would be a need for additional custodians. Also, there is no food allowed in the library – would this become an issue? Mr. Mullins stated that the normal venue for these programs is a school.

Ms. Quinn thanked the Commission for their input and said that she would convey these questions to the Branch Manager. In the meantime, item "I" will be removed from the New Business section of the Agenda.

Mrs. Peterson arrived at this time.

Ms. Quinn pointed out Item "A", the retirement of the Commission secretary.

10. Communications

11. New Business

Resolutions

- A. Approving a resolution honoring Georgette Breslin, Administrative Clerk, Toms River Branch, who is retiring on June 1, 2017, after over 26 years of service with the Ocean County Library;
- B. Ratifying the actions of the Library Director authorizing the Library to apply for the New Jersey Library Cooperative *Powering Up: Library Charging Stations Initiative*, with funding up to \$6,000.00;
- C. Authorizing the Library to apply for the Pitsco Educator Grant for the purchase of hands-on STEM learning products for Maker activities in the amount of \$350.00;
- D. Authorizing transfer of \$4,869.29 from the Reserve Account (209-290-0028) to the General Library Account (209-290-0029);

Bid Awards / Change Orders / Contracts

- E. Authorizing Award of Bid for a new delivery truck in the amount of \$60,705.00 to Sirchie Acquisition Company, LLC;
- F. Authorizing Award of Bid for maintenance and service for twenty-five (25) 3M/Bibliotheca Self-Checkout units to Bibliotheca, LLC for a two (2) year period at a yearly rate of \$40,207.24;

Approvals

- G. Accepting the 2016 Audit from Holman, Frenia, Allison, P.C.;
- H. Approving the use of the Jackson Branch as an evacuation point for The Jackson Academy Early Childhood Education during open library hours;

- I. ~~Approving the Lakewood Branch to be an Open Feeding site for the Summer Food Service Program, funded by the U.S. Department of Agriculture. This program will provide free summer lunches for children and teens from Wednesday, July 5, 2017, through Friday, August 18, 2017;~~
- J. Approving the Friends of the Stafford Library to host a Bunco fundraiser on Thursday, October 5, 2017 and to charge a fee of \$5.00;
- K. Approving the Tuckerton Branch to place a collection bin at the Branch from Thursday, June 1, 2017, through Friday, June 30, 2017, to collect items for "Adopt a Shelter Cat Month" in partnership with Mama's-gona Rescue pet adoption organization in Tuckerton;

Donations

- L. Accept a \$200.00 donation of from the Friends of the Beachwood Library for spring and summer programming;
- M. Accept a donation of a Bernina Aurora sewing machine valued at approximately \$1,500.00 from Karen Marquis to be used for Maker activities;
- N. Accept a donation of microfilm of the Ocean County Review weekly newspaper covering 1971 through 1992 from the Borough of Seaside Heights.

Motion to approve of Items "A" through "N" with the removal of Item "I":

Mr. Mancini
 Second: Mrs. Barone

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

Passed unanimously

Mr. Mullins asked if we had approved Item "H" before and if it require certificates of insurance on their part. Ms. Quinn replied yes to both questions.

12. Old Business

Ms. Quinn and Mrs. Hutler presented a Retirement Resolution to Georgette Breslin as she retired after over 26 years of service to the Ocean County Library. Everyone congratulated Ms. Breslin and wished her well.

13. Public Comment

14. Closed Session for the purpose of conducting personnel matters.

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

Motion to return to Open Session:

Mr. Mullins
 Second: Mrs. Barone

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

Passed unanimously

1) Motion to approve a Personnel Resolution Addendum for Library Pages for the years 2016 and 2017 as stated in the resolution:

Mr. Baglio
 Second: Mr. Mancini

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

Passed unanimously

2) Motion to approve a Personnel Resolution Addendum for Management Staff increases as stated in the resolution:

Mrs. Barone
 Second: Mr. Mullins

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

Passed unanimously

3) Motion to approve the appointment of Harry Applegate as Secretary to the Commission upon the retirement of Georgette Breslin:

Mrs. Barone
 Second: Mr. Mancini

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

Passed unanimously

4) Motion to approve the Finance Department Organization Chart and the Addendum for the new title Supervisor of Accounts:

Mr. Mullins
 Second: Mrs. Peterson

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

Passed unanimously

5) Motion to approve a Personnel Resolution Addenda for a Parking Lot Stipend;

Mr. Mancini

Second: Mrs. Barone

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

Passed unanimously

15. Move to adjourn: Mr. Baglio
Second: Mr. Mullins

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 5:12 p.m.

Respectfully submitted,

Handwritten signature
FOR Georgette Breslin, Secretary
Ocean County Library Commission