

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

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

Absent: Ruthanne Scaturro, Vice Chair
Henry J. Mancini

Other Attendees: Edward Feurey, Library Counsel
Susan Quinn, Library Director
Rita Oakes, Chief Librarian, Branch Services
Jeri Gunther, Chief Librarian, Operations
Rachael LaVoie-Dohn, Chief Librarian, Toms River Branch
David Evans, Technology Supervisor
Michael Erickson, Assistant Facilities Supervisor
Jennifer Doderer, Personnel Director
Jennifer Woodman, Budget Officer
Kate Sanchez, Librarian 4, Public Relations

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

Ms. Quinn stated the library lost two (2) supporters. Maxwell "Max" Witkowski a 19-year old president of the Plumsted Branch's Teen Advisory Board. Max was also involved with branch's Service and Achievement in the Library (SAIL) program. He passed away on July 9, 2017. He was a 2016 graduate of O.C.V.T. MATES.

Artist and U.S. Army Veteran Francis "Frank" McGinley passed away on June 21, 2017. Frank donated several paintings and prints to the Ocean County Library and one (1) of his murals is painted on the wall of the Berkeley Branch. Ocean County Library hosted several of his artist talks and book talks at various branches over the years. His most recent book was, "Let Us Never Forget: Stories and Paintings of World War II". One of Frank's dreams was to host a Veteran's Day program in Mancini Hall at the Toms River Branch with Joint Base McGuire-Dix-Lakehurst which was accomplished on November 11, 2014.

4. Approval of Minutes, Regular Meeting, June 20, 2017 (Copy on file, Library Administration Office)

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

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

Passed unanimously

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

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

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

Passed unanimously

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

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

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

Passed unanimously

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

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

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

Passed unanimously

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

Motion to approve: Mrs. Peterson

Second: Mrs. Barone

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

Passed unanimously

9. Director's Report

Update on Federal Funding for the Institute of Museum and Library Services (IMLS): Ms. Quinn stated that the American Library Association's (ALA) Washington, DC office published a letter from ALA President Jim Neal on July 13, 2017, that the House Appropriation subcommittee for Labor, Health & Human Services, Education and related Agencies voted to recommend level funding in FY 2018 for IMLS. The subcommittee is chaired by Congressman Tom Cole, Oklahoma (R). The U.S. House of Representatives Committee on Appropriations is chaired by Congressman Rodney P. Frelinghuysen (R), New Jersey's 11th Congressional District which represents parts of Morris, Essex, Sussex, and Passaic counties and the city of Morristown.

The full House Appropriations Committee is expected to vote on the subcommittee bills as early as tomorrow (July 19, 2017).

S2171 / A222 (NJ Library Construction Bond Act): Passed the NJ State Assembly on June 22, 2017, and the NJ Senate on July 4, 2017. This authorizes an issuance of \$125,000,000.00 in general obligation bonds to finance capital projects at public libraries. The NJ Senate and Assembly passed the act with a strong show of support from our Ocean County legislators: Senator Christopher J. Connors, Senator Samuel D. Thompson, Senator James W. Holzapfel, Senator Robert W. Singer, Assemblyman Ronald S. Dancer (co-sponsor), Assemblyman Robert D. Clifton, Assemblywoman Dianne C. Gove, Assemblyman Sean T. Kean, and Assemblyman David P. Rible. This will place the act on the ballot in the fall for voters.

Toms River Branch's Library Café (Dunkin Donuts): The Dunkin Donuts vendor will be upgrading to meet corporate marketing and design standards, which will include new menu boards. The vendor has submitted the permitting package to the township.

Toms River Restroom Renovations: The architect has drafted plans that will provide better access to the men's room on the first floor.

New Website Launched: Ocean County Library's new website was launched on June 26, 2017, and has been well received by everyone. Ms. Quinn, Dave Evans and Tim Mailley attended the Ocean County Freeholder's Pre-Board Meeting to demonstrate the new website along with the digital library resources for education, job seekers, and entertainment. Mr. Mullins asked if a presentation of the new website could be demonstrated at the August meeting.

Education Initiative: Ms. Quinn stated that Library Management has engineered an Education Initiative project plan. This initiative will strengthen the public's discovery of library resources with a focus on K-12 public school students, special education students, and public high school students transitioning into the workforce or higher education.

The reason for this project is to increase the number of Ocean County Library cardholders, circulation, and outreach activities.

Mr. Mullins commented that Ms. Quinn and the library staff always find a way to say yes and find a way on how things can get done instead of saying no.

Mr. Baglio said that a concern about the library's Wi-Fi was received by the Commission. Ms. Quinn stated that Mr. Evans is working on it.

10. Communications

11. New Business

Resolutions

- A. Authorizing a resolution honoring Gail Schulack, Principal Library Assistant, Finance Department, who is retiring on August 1, 2017, after over thirty-six (36) years of service with the Ocean County Library;
- B. Authorizing a resolution to adopt the provisions of Chapter 48 (N.J.S.A. 52.14.17.38) under which a public employer may agree to pay for the State Health Benefits Program (SHBP) coverage of certain retirees;
- C. Authorizing a resolution canceling open grant balances in the amount of \$113,598.88, and grants with a deficit of \$23,469.17, and transferring the revenues of \$90,129.71 from the Grant Account (209-290-0040) to the General Library Account (209-290-0029);
- D. Ratifying the actions of administration authorizing the Library to apply for a grant in the amount of \$3,500.00 from the Kearney Bank Foundation for the Lacey Branch for programming at the Branch for our special needs population;
- E. Ratifying the actions of administration authorizing the Library to accept a grant in the amount of \$3,500.00 from the Kearney Bank Foundation for the Lacey Branch for programming at the Branch for our special needs population;
- F. Authorizing a resolution for the solicitation of public bids for Toms River Branch Restroom renovations;

Bid Awards / Change Orders / Contracts

- G. Approving Award of Bid for Debt Collection Services to Unique Management Services for a one (1) year period, with a second year renewable option for a per submission fee of \$7.95;
- H. Approving Award of Bid for Janitorial Services second year renewal option for the period of September 1, 2017, through August 31, 2018, to the following:
 - Region I - (B, PX, P, UP) BBC Cleaning = \$58,524.00
 - Region II - (BKY, BD, LA, WA, BGT) BBC Cleaning = \$42,960.00
 - Region III - (STF, LBI, TU, LEH) United Services = \$36,502.44
 - Region IV - (MA, PL, LAK, JA, WH) BBC Cleaning = \$126,135.00
 - Region V - (TR) All Clean Building Services = \$103,542.00;

Approvals

- I. Approving the Plumsted Branch to have a meeting and workshop in partnership with the New Egypt School District teachers, administration, and Literacy Director at 8:30 a.m. on Monday, September 18, 2017, and Tuesday, September 19, 2017, prior to branch opening hours;
- J. Approving the Tuckerton Branch to be open after hours on Wednesday, December 6, 2017, for their Annual Holiday Dinner from 6:00 p.m. to 10:00 p.m.;

Donations

- K. Accepting a \$200.00 donation from the Friends of the Berkeley Library to be used at the Berkeley Branch for programming supplies;
- L. Accepting a \$1,074.06 donation from Harry M. Shallcross to purchase furniture for the Lacey Branch;
- M. Accepting a \$700.00 donation from the Friends of the Island Library for the Long Beach Island Branch to be used for summer reading;
- N. Accepting river stones from Clayton Concrete, Block and Sand worth approximately \$80.00 to be used for teen craft programs at the Lakewood Branch;
- O. Accepting a \$200.00 donation from Greenbriar Oceanaire Women's Club to be used at the discretion of the Waretown Branch;
- P. Accepting the donation of a print of the Ocean County Library's Bishop Memorial Library Building and a Toms River Township flag presented by Toms River Township Clerk J. Mark Mutter in appreciation of the Library's support for the Township's 250th Anniversary.

Mrs. Hutler has visited 11 of the 21 library locations. She is proud to report the branches are busy. The staff is really nice and the programs that she saw were great and at full capacity. She was most recently at Lakewood yesterday. She is proud of the library staff and proud to be a part of the library system.

Ms. Quinn stated that Gail Schulack will be retiring from the library on August 1, 2017, after over 36 years and her resolution will be presented to her at another time.

Mr. Mullins asked about item "B". Ms. Doderer responded per collective bargaining agreements starting on April 1, 2017, the Library would no longer cover Medicare Part B for spouses upon retirement for employees hired after that date.

Approval of Items "A" through "P":

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

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

Passed unanimously

12. Old Business

13. Public Comment

14. Closed Session: None needed.

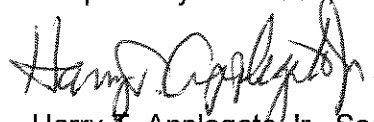
15. Move to adjourn: Mr. Mullins
Second: Mrs. Peterson

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 4:30 p.m.

Respectfully submitted,



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