

OCEAN COUNTY LIBRARY COMMISSION
MINUTES OF REGULAR MEETING
Tuesday, August 15, 2017

Attendees: Ocean County Library Commission
Susan Hutler, Chair
Ruthanne Scaturro, Vice Chair
Heather Barone
Christopher Mullins

Absent: Sal Baglio
Henry J. Mancini
Bonnie R. Peterson

Other Attendees: Franklin H. Berry, Jr., Library Counsel
Susan Quinn, Library Director
Sara Siegler, Assistant Director
Jeri Gunther, Chief Librarian, Operations
Rachael LaVoie-Dohn, Chief Librarian, Toms River Branch
David Evans, Technology Supervisor
Tim Mailley, Assistant Technology Manager
Joe Cahill, Facilities Supervisor
Deborah Blackwell, Training Coordinator
Kate Sanchez, Librarian 4, Public Relations
Lydia Gaeta, Training 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, July 18, 2017 (Copy on file, Library Administration Office)

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

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

Passed unanimously

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

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

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

Passed unanimously

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

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

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

Passed unanimously

7. Approval of Bill Certificate List #8 (Copy on file, Library Administration Office)

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

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

Passed unanimously

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

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

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

Passed unanimously

9. Director's Report

Demonstration of the Library's New Website: Ms. Quinn, Mr. Evans, and Mr. Mailley gave a demonstration of the Ocean County Library's new website. Mr. Evans stated that since the website went live on June 26, 2017, it has received 196,839 sessions, 87,669 unique users, and 428,690 pages were viewed. The website is considered Ocean County Library's 22nd Branch and resources are available on the website twenty-four (24) hours a day, seven (7) days a week. Examples of resources included: Zinio to view magazines; eLibraryNJ to check out eBooks and audio books; Tumble Books which are storybooks for children; Lynda.com for online learning and which is targeted for adults; it is also used by many U.S. corporations for learning; Access Video On Demand comes with a copyright clearance that allows teachers to use this service in classrooms; hoopla has movies, eMovies, ebooks, and music; Chat/Text with a Librarian is a service that allows patrons to use text messaging to speak with a librarian live during open library hours; and Brainfuse is used for homework help.

2017 Mid-Year Stats: Ms. Quinn stated that the statistics cover the period of January through June and have been holding steady, and in some places have improved. The number of Library card holders increased by 1.4% and over 247,152 people have an Ocean County library card. The library had over a million visits and 1.9 million items have circulated. E-Materials use has increased by almost 15%. Customer's use of electronic resources have increased by 25%. Some products such as hoopla are drawing people to sign up for library cards.

Toms River Branch's Library Café (Dunkin' Donuts) Vendor Signage: Ms. Quinn stated that the Dunkin' Donuts vendor will be closing for renovations. The vendor is requesting Commission permission to use standing A-Frames that are about three (3) feet tall in the courtyard and outside the building. These are portable signs that would be brought in when they are closed.

Mr. Cahill stated that the existing contract may have to be amended to state instead of having "Library Café" signs they would read "Dunkin' Donuts". Mr. Berry said that if the contract is amended it should state that if any permits are required for these signs it would be Dunkin' Donuts' responsibility. Mr. Cahill will send the original contract to Mr. Berry's office for review.

Mr. Mullins asked if the tables would be put back in the lobby area. Ms. Quinn stated that this would be considered after the Toms River restroom renovation.

10. Communications

- A. Letter from Lakewood Mayor, Raymond G. Coles of July 31, 2017. The Library Director received a letter from Lakewood Township Mayor Coles regarding the need for more outlets at the Lakewood Branch. Ms. Quinn will look into how to make this request happen and respond to the Mayor.
- B. Letter from FEMA cancelling the Community Disaster Loan (CDL) awarded to Ocean County of July 5, 2017. The official letter from FEMA was received cancelling the Community Disaster Loan (CDL) that was awarded to the Ocean County Library from Superstorm Sandy. The Library did not need to take advantage of this loan. Ms. Quinn forwarded a copy of the letter to the County of Ocean's Comptroller for their records.

11. New Business

Resolutions

- A. Authorizing a resolution honoring Patricia Flynn, Principal Account Clerk, Finance Department who retires on September 1, 2017, after twenty-six (26) years of service to the Ocean County Library;
- B. Authorizing the Library Director or her designee to prepare and advertise for Request for Qualifications for Various Exempt Services (books, audio, video, magazines, downloadable, etc.) in accordance with N.J.S.A. 19:44A-20 et

Approvals

- C. to host a Mah Jongg Tournament on Wednesday, October 4, 2017, from 8:30 a.m. to 4:30 p.m. and permit participants to be admitted into the Toms River Branch at 8:00 a.m. before normal library hours and to charge a registration fee of \$40.00;
- D. Approving library vehicles driven by approved staff to shuttle Mah Jongg Tournament participants on Wednesday, October 4, 2017, from the Ocean County Parking Garage to the Toms River Branch from 8:00 a.m. to 8:30 a.m. and also from 4:00 p.m. to 4:30 p.m.;
- E. Approving the Friends of the Beachwood Branch to be admitted into the Beachwood Branch from 10:00 a.m. to 12:00 p.m. before normal library hours to hold their monthly meetings on Friday, September 1, 2017, Friday, October 6, 2017, Friday, November 3, 2017, and Friday, December 1, 2017;
- F. Approving the use of the Brick Branch parking lot by the Brick Township High School Marching Dragons on Saturday, September 16, 2017, after 5:00 p.m. for overflow parking for their annual Music Fest;
- G. Approving the Jackson Friends of the Library to purchase items for the Jackson Youth Services Department at a total cost of \$3,458.79;
- H. Approving the Point Pleasant Beach Branch to be open after hours on Thursday, October 19, 2017, for the Point Pleasant Beach Library Association's fundraising event;
- I. Approving the closing of the Toms River Branch at 3:00 p.m. on Friday, February 23, 2018, to set-up for the Ocean County Library Foundation's Miniature Golf Fundraising Event;
- J. Approving the Toms River Branch to be open after hours on Friday, February 23, 2018, from 5:00 p.m. to 11:30 p.m. for the Ocean County Library Foundation's Miniature Golf Fundraising Event and to charge a fee for tickets;
- K. Approving the Ocean County Library Foundation to collect a nominal fee for tickets for a family miniature golf event at the Toms River Branch on Saturday, February 24, 2018;
- L. Approving the Toms River Branch to be open after hours on Friday, November 17, 2017, from 5:00 p.m. to 9:00 p.m. for the "FanNation" event;
- M. Approving the filming of a performance by Anton del Forno at the Toms River Branch by Sommerville TV at the request of his management;
- N. Approving the Tuckerton Branch to place a collection bin at the Branch for the month of October 2017 for "Adopt a Shelter Dog Month" in partnership with Mama's-gonna Rescue pet adoption organization in Tuckerton;
- O. Approving Rutgers T.E.E.M. gateway's request to film a promotional video at the library featuring their interns

Donations

- P. Accepting a \$200.00 donation from Mr. Jean Hecht and the Hecht Family Foundation to be used at the discretion of the Library.

Approval of Items "A" through "P":

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

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

Passed unanimously

12. Old Business

Ms. Quinn noted that item "A" under new business was a resolution for Pat Flynn, Principal Account Clerk who is retiring on September 1, 2017, after twenty-six (26) years of service to the Ocean County Library. She has been a valued member of Ocean County Library staff and her resolution will be presented to her at another time.

13. Public Comment

Mrs. Hutler stated that she is continuing making her rounds throughout the system. Yesterday she was at the Point Pleasant Beach, Point Pleasant Boro, and Upper Shores branches. The branches have been very busy and the staff has been more than helpful and polite. She is very proud of the work that the staff is doing and she is enjoying visiting the branches.

14. Closed Session: None needed.

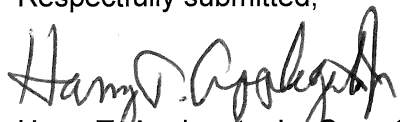
15. Move to adjourn: Mr. Mullins
Second: Mrs. Barone

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 4:57 p.m.

Respectfully submitted,



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