

OCEAN COUNTY LIBRARY COMMISSION
MINUTES OF REGULAR MEETING
Tuesday, September 19, 2017

Attendees: Ocean County Library Commission
Susan Hutler, Chair
Sal Baglio
Heather Barone
Henry J. Mancini
Bonnie R. Peterson

Absent: Ruthanne Scaturro, Vice Chair
Christopher Mullins

Other Attendees: Franklin H. Berry, Jr., Library Counsel
Susan Quinn, Library Director
Sara Siegler, Assistant Director
Jeri Gunther, Chief Librarian, Operations
David Evans, Technology Supervisor
Tim Mailley, Assistant Technology Manager
Joe Cahill, Facilities Supervisor
Jennifer Doderer, Personnel Director
Deborah Blackwell, Training Coordinator
Jennifer Woodman, Budget Officer
Kate Sanchez, Librarian 4, Public Relations
Sherri Taliercio, Administration

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, August 15, 2017 (Copy on file, Library Administration Office)

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

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

Passed unanimously

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

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

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

Passed unanimously

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

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

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

Passed unanimously

7. Approval of Bill List Certificate #9 (Copy on file, Library Administration Office)

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

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

Passed unanimously

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

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

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

Passed unanimously

9. Director's Report

Ms. Quinn congratulated the staff on all of the summer reading programs throughout the summer especially the solar eclipse glasses program on August 21. Ocean County Library received 6,200 solar eclipse viewing glasses from NASA and was able to give them to patrons as well as have programs relating to the eclipse.

James J. Mancini Memorial Author Event: The author event featuring Jennifer Weiner on Saturday, September 9th was filled to capacity. Ms. Quinn received great feedback on the event from customers that attended.

Additional Outlets at the Lakewood Branch: Additional outlets have been added to the Lakewood Branch at the request of Lakewood Mayor Raymond G. Coles. Mr. Cahill stated that the charging stations also have USB ports and are surge protected.

Toms River Charging Stations and Self-Checkout Units: Ms. Quinn stated that thanks to a grant that the Library received charging stations are at the Toms River Branch. Customers are able to use these to charge their electronic devices. New Self-Checkout sample units are currently downstairs on the first floor.

Certified Public Manager (CPM) Graduates: Ms. Quinn congratulated Tim Mailley and Rebecca Schoonmaker, Supervising Library Assistant, Manchester. The program is one year in length and is affiliated with Rutgers University.

Google Search Features Local Library eBooks: Ms. Quinn announced that when someone does a Google search for a book one of the top options that comes up is a way to look up your local library to see if they have the eBook. Ms. Quinn said that this information was brought to her attention by Ms. Cronin.

Institute of Museum and Library Services (IMLS): Ms. Quinn stated that the House of Representatives voted to not make any cuts in federal funding for the IMLS, including all funding for its programs under the Library Services and Technology Act, and for the Department of Education's Innovative approaches to Library literacy programs in its spending package (H.R. 3354). This spending package also increased funding for the National Library of Medicine by \$6 million.

Library Journal has reported the Senate Appropriations Committee approved an increase of \$4 million in funding for the IMLS, all of which would go to the formula-based Grants to States program.

While the fiscal year 2018 Federal Budget is not final, Ms. Quinn noted that libraries have strong bipartisan support and that is encouraging news.

10. Communications

- A. Thank You card from Beverly Hirseman received on September 19, 2017. Ms. Hirseman sent a thank you card thanking the Library for the gift bag that she won as part of the adult summer reading program.

11. New Business

Resolutions

- A. Authorizing the Library Director or her designee to prepare and advertise for Requests for Qualifications (RFQ) for various professional services in 2018 as directed by the Library Commission Chair or her designee, including Legal Counsel, Labor Counsel, and Auditor;
- B. Authorizing a resolution to solicit formal proposals for a new Employee Assistance Plan (EAP);

Bid Awards / Change Orders / Contracts

- C. Authorizing a Competitive Contract to Blackbaud Inc. for a Financial Management Software System;

Approvals

- D. Approving the submission of a preliminary 2018 Capital Budget request to the County of Ocean after review by the Library Commission Finance & Facilities Committee;
- E. Approving a letter of support for Fulfill for their Volunteer Income Tax Assistance (VITA) program;
- F. Approving holding Staff Development Day on Friday, May 11, 2018;
- G. Approving closing the Library System to the Public on Friday, May 11, 2018, for Staff Development Day;
- H. Approving the Plumsted Branch to place a collection bin at the Branch for the Month of October 2017 to collect towels, sleeping bags, and bedding in partnership with Howling Woods Farm;
- I. Ratifying the actions of administration authorizing the Toms River Branch to have a ballot box in the Branch lobby from October 10, 2017, through November 1, 2017, in partnership with the Downtown Toms River Business Improvement District (TRBID) for the Scarecrow Walk contest;
- J. Approving the Tuckerton Branch to place a collection bin at the Branch for the month of November 2017 to collect food items for the Tuckerton Food Pantry;
- K. Approving the Toms River Police Foundation's Jingle Bell Run 2017 event to use Mancini Hall the weekend of Saturday, December 2, and Sunday, December 3, 2017, afterhours until approximately 5:30 p.m.;
- L. Ratifying the actions of administration approving the Ocean County College Foundation's request to promote at library branches Pulitzer prize-winning and #1 New York Times bestselling author, Jon Meacham's visit to the college on Monday, October 23 at 7:00PM as part of The Blauvelt Lecture Series at the Grunin Center for \$40 per ticket.

Donations

- M. Accepting a library pass from the New Egypt MOM'S club valued at \$500.00 for the Grounds for Sculpture for all Ocean County Library Card holders. The pass will be picked up and dropped off at the Plumsted Branch;
- N. Accepting a donation of \$3,000.00 from the Friends of the Point Pleasant Boro Library to be used to purchase furnishing items for the Point Pleasant Boro Branch's renovation.

Approval of Items "A" through "N":

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

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

Passed unanimously

12. Old Business

13. Public Comment

Mrs. Hutler stated that over the past month she has visited the Manchester Branch, and the Bay Head and Whiting Reading Centers. The staff of the Bay Head Reading Center shared their appreciation for all the work that has been done by Joe Cahill, Dave Evans and the Facilities and Technology staff.

She also thanked Tim Mailley for his assistance in setting up an iPad.

14. Closed Session: None needed.

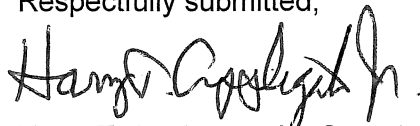
15. Move to adjourn: Mr. Mancini
Second: Mrs. Barone

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 4:13 p.m.

Respectfully submitted,



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