

OCEAN COUNTY LIBRARY COMMISSION
MINUTES OF REGULAR MEETING
Tuesday, November 14, 2017

- Attendees: Ocean County Library Commission
Susan Hutler, Chair
Henry J. Mancini
Christopher Mullins
Bonnie R. Peterson
- Absent: Ruthanne Scaturro, Vice Chair
Sal Baglio
Heather Barone
- Other Attendees: Edward Feurey, Library Counsel
Susan Quinn, Library Director
Sara Siegler, Assistant Library Director
Rachael LaVoie-Dohn, Chief Librarian, Toms River
Tim Mailley, Assistant Technology Manager
Joe Cahill, Facilities Supervisor
Jennifer Doderer, Personnel Director
Deborah Blackwell, Training Coordinator
Jennifer Woodman, Budget Officer
Sherri Taliercio, Administration
Kate Sanchez, Librarian 4, Public Information Officer
- Presiding: Susan Hutler, Chair

Mrs. Hutler read the Open Public Meetings Act at 4:10 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 Library 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, October 17, 2017 (Copy on file, Library Administration Office)

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

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

Abstained: Mr. Mullins

Passed unanimously

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

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

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

Passed unanimously

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

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

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

Passed unanimously

7. Approval of Bill List Certificate #11 (Copy on file, Library Administration Office)

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

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

Passed unanimously

9. Director's Report

Library Construction Bond: Ms. Quinn thanked the citizens of New Jersey for voting for the \$125 million construction bond that was approved by the voters on November 7.

NEA Big Read: The NEA Big Read initiative ended with the Halloween Parade. Ms. Quinn thanked Jeannie Collacott and her staff on a fantastic job during the initiative.

Friends of the Library Month: During October the Friends of the Library were celebrated. A video by the Public Relations Department was made and currently has the most views of any library video. Ms. Quinn thanked the Friends of the Library on all of the support that they give to the Library.

FanNation: The FanNation Geekstravaganza will be at the Toms River Branch on Friday, November 17, and Saturday, November 18.

2018 Library Commission Meeting Schedule & Holiday Schedule: Ms. Quinn noted that in the Commissioners packets were the draft 2018 Library Commission Schedule and draft 2018 Holiday Schedule. She stated that the Library has not received the County schedule as of this date.

Ms. Hutler recommended that the November and December 2018 meeting date be on the second Tuesday of the month, and the rest be on the third Tuesday of the month.

2018 Budget: The 2018 budget is in progress. Mr. Mancini thanked the Library's Finance Department and Management Team for their work on the budget, and a draft should be circulated soon, and could possibly be on the agenda for approval at the December meeting.

10. Communications

11. New Business

Resolutions

- A. Authorizing the execution of the Self-Insured Workers' Compensation Agreement for 2018 with the County of Ocean in the amount of \$286,928.00;
- B. Authorizing the annual renewal of the agreement with the Toms River Parking Authority to provide free parking on Saturdays in the municipal parking deck for library patrons at a cost of \$10,000.00 for the period of January 1, 2018, through December 31, 2018;
- C. Approving the renewal for 2018 membership in eLibraryNJ for January 1, 2018, through December 31, 2018, in the amount of \$21,800.00;
- D. Authorizing a resolution for the Library to apply for New Jersey Makers Day Mini Grants ranging from \$50.00 to \$500.00 from New Jersey Makers Day Non-Profit Corporation, for the Jackson, Little Egg Harbor, Long Beach Island, Manchester, Point Pleasant Beach, Stafford, Toms River, and Tuckerton branches;
- E. Authorizing a resolution for the Library's Toms River Young Adult Services Department to apply for a \$4,000.00 Will Eisner Graphic Novel grant, which will expand upon the graphic novel collection and programming;

Bid Awards / Change Orders / Contracts

- F. Authorizing the Library Director to sign a purchase order amending the current amount with Midwest Tape, LLC the vendor for the Hoopla digital service for an additional \$16,500.00 for the year bringing the total to \$101,500.00;

Approvals

- G. Approving an extension of borrowing privileges to Burlington County Library cardholders until January 31, 2018 pending renewal of the reciprocal borrowing agreement;
- H. Approving a partnership with Ocean County Private Industry Council (PIC) and Rutgers University Youth Success Network of Ocean County who jointly train and place interns within organizations. Any salaries for interns will be paid by Ocean County PIC;
- I. Approving the Jackson Friends of the Library to purchase twelve (12) shelving units for the 3rd floor of the Branch for staff use at an approximate cost of \$1,100.00;
- J. Approving the use of the Point Pleasant Boro Branch parking lot by the Point Pleasant Boro High School on Friday, November 17, 2017, for overflow parking;

Donations

- K. Accepting fifty (50) tuxedos from the Dress Me Up store in Forked River for the 2018 Prom Dress Giveaway. The tuxedos are valued at approximately \$6,000.00;
- L. Accepting a \$500.00 donation from Vicki-Hecht Boehme, Fred Boehme, and the Hecht Family Foundation;
- M. Accepting a \$275.00 donation from Golf friends of Purrell E. Rowe in his memory for adult programming at the Stafford Branch;
- N. Accepting in-kind donations product donations, such as snacks, desserts, and beverages from Wawa for patrons attending the FanNation events on November 17 & 18, 2017, at the Toms River Branch;
- O. Accepting a donation of a print "Cocktails at the White House" by Dick LaBonté from Marie and Tim Yarger valued at \$267.50.

Ms. Quinn noted that Item "J" was added.

Approval of Items "A" through "O":

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

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

Passed unanimously

12. Old Business

Mrs. Hutler has completed her tour of visiting all of the branches. She stated that the branches have their pulse on the communities that they serve and that the staff is happy.

13. Public Comment

14. Closed Session: None needed.

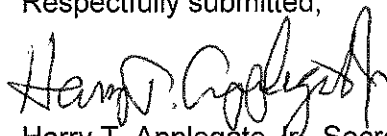
15. Move to adjourn: Mr. Mancini
Second: Mrs. Peterson

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 4:20 p.m.

Respectfully submitted,



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