

OCEAN COUNTY LIBRARY COMMISSION
MINUTES OF REGULAR MEETING
Tuesday, December 12, 2017

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

Absent: Sal Baglio
Henry J. Mancini

Other Attendees: Edward Feurey, Library Counsel
Susan Quinn, Library Director
Sara Siegler, Assistant Library Director
Rita Oakes, Chief Librarian, Branch Services
Rachael LaVoie-Dohn, Chief Librarian, Toms River
David Evans, Technology Manager
Joe Cahill, Facilities Supervisor
Jennifer Doderer, Personnel Director
Jennifer Woodman, Budget Officer
Judy Macaluso, Librarian 4, Branch Services
Sherri Taliercio, Administration
Linda Feaster, Librarian 3, Long Beach Island Branch Manager
Wayne Feaster
Carol Prendergast, Senior Library Assistant Little Egg Harbor Branch
Thomas Prendergast

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 Library Commission, paid for such notices on or after December 14, 2016.

2. Pledge of Allegiance

3. Roll Call and Announcements

Ms. Quinn stated that former Ocean County Library employee Carol Matthews who served for many years as a switchboard operator had passed away recently. She also informed everyone that former Library Commissioner Norma Clark passed away. Mrs. Clark was a founding member and the first Chair of the Ocean County Library Foundation.

Mrs. Hutler stated that she served on the Library Commission with Mrs. Clark and she was a wonderful lady and Library Commissioner and was very active and was an inspiration for all.

A motion was made to move items "A" through "C" in New Business to present retirement resolutions:

Mr. Mullins
Second: Mrs. Barone

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

Ms. Feaster and Ms. Prendergast were presented their retirement resolutions by Library Commission Chair Mrs. Hutler and Library Director Ms. Quinn. Both were congratulated by the Library Commission for their years of service.

Ms. Quinn said that Ms. Stewart's retirement resolution would be presented to her at a later time.

4. Approval of Minutes, Regular Meeting, November 14, 2017 (Copy on file, Library Administration Office)

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

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

Abstained: Mrs. Barone, Mrs. Scaturro

Passed unanimously

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

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

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

Passed unanimously

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

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

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

Passed unanimously

7. Approval of Bill List Certificate #12 (Copy on file, Library Administration Office)

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

Roll Call: Ayes: Mrs. Barone, Mr. Mullins, Mrs. Peterson,
 Mrs. Scaturro, Mrs. Hutler (Abstained from 8672)

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. Peterson,
 Mrs. Scaturro, Mrs. Hutler

Passed unanimously

9. Director's Report

2017 In-Service: Ms. Quinn thanked Mrs. Scaturro for attending the In-Service on behalf of the Library Commissioners and Freeholders.

Librarian of the Year was Givane "Gigi" Hayes, Librarian 4, System Adult Services Coordinator and Assistant Toms River Branch Manager. Support Staff Person of the Year was Margaret Greenan, Principal Library Assistant, Point Pleasant Beach Branch. The Director's Award for Excellence went to Linda Brandwine, Senior Library Assistant, Lakewood Branch. These winners will be invited to the January Commission Library Commission Meeting. The Most Valuable Team Award went to the MakerSpace workgroup.

2018 Library Budget: Ms. Quinn thanked the Library Commission Finance Committee of Mr. Mancini, Mr. Mullins, and Mrs. Peterson on their work with the budget. Mr. Mancini and Ms. Quinn presented the budget to the County Administrator. Ms. Quinn thanked the hard work of Jennifer Woodman, Budget Officer, Sara Siegler, Assistant Library Director, the Management Team and staff on the budget. The budget will be at a flat rate for 2018.

2018 County Capital Budget: Ms. Quinn thanked Julie Tarrant, Ocean County Comptroller for granting an extension to await the results of the Library Construction Bond Act vote. The

2018 request is for a continuation of renovations at the Manchester, Point Pleasant Boro branches, and various other items to maintain our branches.

Toms River Restroom Renovation: The Toms River Restroom renovations are in progress. Ms. Quinn showed an example of tiles for floors, sheetrock for the walls, and stainless steel sinks. The restrooms will not have doors, but will have a corridor that is walked through.

Ms. Quinn thanked Ms. Feaster, Ms. Prendergast and their families for attending the meeting. She stated that Ms. Feaster was her mentor when she first started at Ocean County Library.

10. Communications

11. New Business

Resolutions

- A. Honoring Linda Feaster, Librarian 3, Long Beach Island Branch Manager as she retires on January 1, 2018, after 18 years of dedicated service to the Ocean County Library;
- B. Honoring Nancy Stewart, Librarian 3, Collections Department as she retires on January 1, 2018, after 28 years of dedicated service to the Ocean County Library;
- C. Honoring Carol Prendergast, Senior Library Assistant, Little Egg Harbor Branch as she retires on January 1, 2018, after 21 years of dedicated service to the Ocean County Library;
- D. Authorizing the 2018 Temporary Operating Budget;
- E. Approving the 2018 Annual Budget;
- F. Approving the Library's pension liability with the County of Ocean in the amount of \$1,917,329.00;
- G. Closing out the Reserve Account for encumbrances against the 2016 Budget in the amount of \$541,169.21 by a transfer from (209-290-0028) to the General Library Account (209-290-0029);
- H. Establishing the Reserve Account for encumbrances against the 2017 Budget in the amount of \$2,228,916.00 by a transfer from the General Library Account (209-290-0029) to the Reserve Account (209-290-0028);
- I. Resolutions for Transfers:
 1. Authorizing transfer of \$10,000.00 from the General Library Account (209-290-0029) to the Sick Pay at Retirement Account (209-290-0049);
 2. Authorizing transfer of \$60,000.00 from the Sick Pay at Retirement line item (209-290-0049) to the Salaries and Wages line item in the General Library Account (209-290-0029);
 3. Authorizing transfer of \$43,612.92 from the Grant Account (209-290-0040) to the Salaries and Wages line item in the General Library Account (209-290-0029) to reimburse for the New Jersey Libraries New Jersey Career Connections Grant for Uniform Career Guidance and Job Search Assistance Services initiative expenditures;
 4. Authorizing transfer of \$140,000.00 from the Technology line items in the General Library Account (209-290-0029) to the Automation Account (209-290-0030) for Security

Camera Upgrades/Additions in various branches, and technology requirements for the Manchester and Point Pleasant Boro branch renovation projects;

5. Authorizing transfer of \$50,000.00 from the Equipment line item (209-290-0029) to the Building Improvement Fund (209-290-0045) to support the future purchase of a book sorter;
- J. Approving the establishment of petty cash funds for 2018 for Toms River (\$200.00), Lakewood (\$100.00), Brick, Jackson, Manchester and Stafford (\$75.00 each), and Barnegat, Beachwood, Berkeley, Island Heights, Lacey, Little Egg Harbor, Long Beach Island, Plumsted, Point Pleasant Beach, Point Pleasant Borough, Tuckerton, Upper Shores and Waretown (\$50.00);
- K. Authorizing execution of a 2018 Intergovernmental Service Agreement with the County of Ocean for Vehicle Maintenance and Repair at a cost not to exceed \$110,000.00;
- L. Approving the submission of a preliminary 2018 Capital Budget request to the County of Ocean;
- M. Authorizing the award of contract for the provision of print and electronic books, materials and resources under Various Exempt Services in accordance with N.J.S.A. 19:44A-20.4 et. Seq. as described in the bid for Request for Qualifications;
- N. Approving the renewal of the Hoopla Services Agreement with Midwest Tape for a twelve (12) month period beginning on December 21, 2017 for an amount of \$120,000 to be applied to future purchases;
- O. Authorizing a resolution for the Library to apply for the American Library Association's American Dream grant in the amount of \$10,000.00 for English as a Second Language programs and collections;

Bid Awards / Change Orders / Contracts

Approvals

- P. Establishing Library Commission January Reorganization and Regular meeting dates for 2018;
- Q. Approving the 2018 Ocean County Library Holiday schedule;
- R. Approving the 2018 Library Fund Accounts, Line Item Categories and Cost Centers;
- S. Approving the Tuckerton Branch to be open after hours on Thursday, April 26, 2018, for the Tuckerton Library Association's annual open house;
- T. Approving the Toms River Branch to be open after hours on Saturday, April 28, 2018 from 5:00 p.m. to 10:00 p.m. for the 12th Annual Student Film Festival.

Donations

- U. Accepting a donation of \$200.00 from the Friends of the Beachwood Library for the Beachwood Branch;
- V. Accepting a donation of \$200.00 from Michael & Carol Longo, Frank & Sarah Wells, Joel & Meredith Atkinson in Memory of Pete Rowe.

Approval of Items "D" through "V":

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

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

Passed unanimously

12. Old Business

13. Public Comment

Mrs. Hutler thanked the Library Commission, Library Director, Library Administration, Board of Chosen Freeholders for their support and the Library staff on doing a wonderful job. She has visited every library location this year. It was evident at each location how courteous, friendly, and helpful the staff is.

She wished everyone a happy holiday season and has thoroughly enjoyed her year as Chair of the Ocean County Library Commission.

14. Closed Session for potential land acquisition.

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

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

Passed unanimously

Motion to return to Open Session:

Second: Mrs. Barone
 Mrs. Scaturro

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

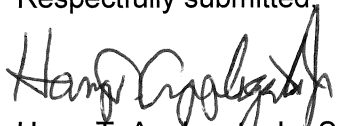
15. Move to adjourn: Mrs. Barone
Second: Mrs. Peterson

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