

OCEAN COUNTY LIBRARY COMMISSION

Tuesday, January 16, 2018

AGENDA

1. Open Public Meetings Act
2. Roll Call and Announcements
3. Introduction of
 - A. 2017 Librarian of the Year Givane “Gigi” Hayes, Librarian 4, Adult Services Coordinator / Assistant Toms River Branch Manager;
 - B. 2017 Support Staff Person of the Year, Margaret Greenan, Principal Library Assistant, Point Pleasant Beach Branch;
 - C. 2017 Director’s Award for Excellence Linda Brandwine, Senior Library Assistant, Lakewood Branch.
4. Approval of Minutes, Regular Meeting, December 12, 2017
5. Approval of Financial Statement, December 2017
6. Personnel Actions
7. Action on Bill List #13 and #1
8. Ratification of Salary Expenditures
9. Director’s Report
10. Communications
11. New Business

Resolutions

- A. Authorizing the Library Buyer to purchase materials, supplies and equipment for the Ocean County Library through State Contracts and pursuant to the Local Public Contracts Law and all New Jersey State Laws; and authorize the Facilities Manager to purchase materials, supplies and equipment in the absence of the Library Buyer; and authorize the following Library titles (Library Director; Assistant Library Director, and Chief Librarian) to sign orders for the payment of goods and services relating to the Library;
- B. Authorizing the expenditure of the State Per Capita Aid account in the amount of \$249,449.00 for salaries in the 3rd pay period of 2018;
- C. Ratifying the actions of the Personnel Director in authorizing the Ocean County Library to participate in the vision care plan provided by the County of Ocean for County employees in 2018;

- D. Authorizing a resolution for the solicitation of public bids for landscaping and snow removal services for various library locations;
- E. Authorizing a resolution for the Library to apply for the National Endowment for the Humanities (NEH) grant in the amount of \$1,000.00 for the “Revisiting the Founding Era” grant exploring early American History;
- F. Authorizing a resolution placing a sign on display in the Toms River Branch as part of its permanent collection which documents the history of the 1851 Ocean County jail/sheriff’s house at the request of Ocean County Historian, Timothy G. Hart;

Bid Awards / Change Orders / Contracts

- G. Approving a two (2) year contract agreement with Preferred Behavioral Health Consulting Group, Inc. for Employee Assistance Program (EAP) beginning March 1, 2018, through February 29, 2020, at a first year (March 1, 2018 through February 28, 2019) cost of \$3.41 per employee per month at a total cost not to exceed \$23,733.60;
- H. 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;
- I. Approving the 2nd year renewal option for landscaping and snow removal services commencing April 1, 2018, for a one (1) year period as follows:
Region II (B, PX, P, UP) – Clean Cut Lawn Care – year cost - \$13,750.00;

Approvals

- J. Approving the Library Director to submit the New Jersey State Library Annual Report with the permission of the Library Commission Chairperson by the March 15, 2018, deadline;
- K. Approving the Library to support and partner with the Toms River Regional School District in the school’s grant application to the National Endowment for the Arts (NEA) Big Read;
- L. Approving a one-month extension of borrowing privileges to Burlington County Library cardholders pending renewal of the reciprocal borrowing agreement;

Donations

- M. Accepting a donation of \$200.00 from Mr. Jean Hecht and the Hecht Family Foundation;
- N. Accepting a donation of \$200.00 from the Ocean County Genealogical Society for Toms River Information Services;
- O. Accepting a donation of \$8,000.00 from the Friends of the Brick Library for the Brick Branch to be split as follows: \$2,500.00 for Adult Programs, \$2,500.00 for Young Adult Programs, \$2,500.00 for Juvenile Programs, and \$500.00 for programming supplies;
- P. Accepting a donation of \$500.00 from Van and Nancy Worthington to be used at the discretion of the Island Heights Branch.

12. Old Business

13. Public Comment

14. Closed Session: None Needed

15. Adjourn