

# OCEAN COUNTY LIBRARY COMMISSION

Tuesday, February 20, 2018

## AGENDA

1. Open Public Meetings Act
2. Pledge of Allegiance
3. Roll Call and Announcements
4. Approval of Minutes, Reorganization Meeting, January 16, 2018
5. Approval of Minutes, Regular Meeting, January 16, 2018
6. Approval of Financial Statement, January 2018
7. Personnel Actions
8. Action on Bill List #2
9. Ratification of Salary Expenditures
10. Director's Report
11. Communications
12. New Business

### Resolutions

- A. Honoring Nancy Beeden, Principal Library Assistant, Lakewood Branch as she retires on March 1, 2018, after 25 years of dedicated service to the Ocean County Library;
- B. Authorizing a resolution for the Library to apply for the Ezra Jack Keats Foundation mini-grant of up to \$500.00 for the purpose of developing the "Jersey Pets in the Pinelands" project beginning in May 2018 through June 2019;
- C. Authorizing execution of an agreement with the County of Ocean for full, equal member participation in the County's Self-insured and Excess Liability Programs to include \$14,166.00 for the Self-Insured General Liability Program, \$25,276.00 shall be paid and will be credited as one year premium payment towards the Excess General Liability Program; \$102.00 per vehicle and \$197.00 per vehicle for principal damage coverage, a per occurrence deductible of \$500.00 is applicable. An amount of \$863.00 shall be paid and shall be credited as a one year premium payment for Excess Automobile Liability Program; \$37,948.00 for the Property Insurance Premium (building and contents) and an additional \$783.00 for the Fine Arts Floater. Excess Policy deductibles for these coverages are \$100,000.00 for most perils for the period of April 1, 2018 through March 31, 2019;

## **Bid Awards / Change Orders / Contracts**

### **Approvals**

- D. Ratifying the actions of administration authorizing the Library to provide a letter of support to the New Jersey Theatre Alliance for an OceanFirst Foundation grant application for 2019 Stages Festival;
- E. Approving the Library Director to enter into a Reciprocal Borrowing Agreement with the Burlington County Library for the period of January 1, 2018, through December 31, 2018, at a cost of \$1.00 per loan. The reimbursement shall not exceed \$10,000.00; and to extend the current agreement for one (1) month;
- F. Approving the Library Director and Chairperson of the Ocean County Library Commission to sign and submit the 2017 Public Library Data Service (PLDS) by the deadline of March 31, 2018;
- G. Approving the Ocean County Library's System Friends of the Library Steering Committee to host a Mah Jongg Tournament on Wednesday, April 25, 2018, 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;
- H. Approving library vehicles driven by approved staff to shuttle Mah Jongg Tournament participants on Wednesday, April 25, 2018, 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.;
- I. Approving setting a suggested donation for 2018 National Library Week T-Shirts, both men's and women's between \$5.00 and \$15.00 for small, medium, large, and extra-large sizes, and between \$5.00 to \$20.00 for XXL and 3XL sizes;
- J. Approving the Friends of the Beachwood Branch to host monthly meetings on March 3, 2018, April 6, 2018, May 5, 2018, June 1, 2018, September 7, 2018, October 5, 2018, November 2, 2018, and December 7, 2018, prior to branch opening hours;
- K. Approving the Jackson Branch to place a collection bin in the Branch for the month of March 2018 to collect items for the Northern Ocean County Animal Facility;
- L. Approving the Friends of the Lacey Library to hold an art and artisans fundraiser outdoors at the Lacey Branch on Saturday, September 8, 2018, with a rain date of Saturday, September 15, 2018, and to charge a fee to exhibitors;
- M. Approving the Friends of the Lakewood Branch to donate \$300.00 for programs and a microphone for use at the Lakewood Branch;
- N. Approving Dianne Mann to make a memorial donation of \$1,000.00 to the Waretown Branch to be used to purchase furniture for the branch and other items at the branch's discretion;
- O. Approving the Waretown Branch to participate in the annual "Paint the Town Pink" event during the month of May with decorations to be placed in and around the Branch;
- P. Approving 2018 after-hours events;

## Donations

- Q. Accepting a donation of \$500.00 from Anthony Horan and Susan Trotter for support of the Library and Rose T. Horan Silent Reading Tower;
- R. Accepting a donation of \$1,000.00 from the Friends of the Berkeley Library for programming supplies at the Berkeley Branch;
- S. Accepting a donation of \$600.00 from the Jackson Friends of the Library for crafts and Maker Space program supplies;
- T. Accepting a donation of \$1,000.00 from The Stokes Family for the Long Beach Island Branch for Children's programs;
- U. Accepting a donation of \$309.35 from the Friends of the Ocean County Library – Toms River for the purchase of a teaching easel with locking casters for the Toms River Branch;
- V. Accepting a donation of \$200.00 from the Friends of the Ocean County Library – Toms River to be used at the discretion of the Toms River Branch;
- W. Accepting in-kind donations such as snacks, desserts, and beverages from Wawa for patrons attending the Student Film Festival on Saturday, April 28, 2018;
- X. Accepting in-kind ticket donations from AMC and Marquee Cinema to be awarded to Student Film Festival winners;
- Y. Accepting a donation of \$1,600.00 from the Tuckerton Library Association to be used at the discretion of the Tuckerton Branch;

13. Old Business

14. Public Comment

15. Other: Review of Commission by-laws (Proposed Changes: Article III, Section 3: Add new item "b" "Pledge of Allegiance"; change "Unfinished Business" to "Old Business" and move to new item "m" after "New Business".

16. Closed Session for the purpose of reviewing the Personnel Policy Manual; and annual review of the Position Control Document.

17. Adjourn