

OCEAN COUNTY LIBRARY COMMISSION

Tuesday, December 11, 2018

AGENDA

1. Open Public Meetings Act
2. Pledge of Allegiance
3. Roll Call and Announcements
4. Approval of Minutes, Regular Meeting, November 13, 2018
5. Approval of Financial Statement, November, 2018
6. Personnel Actions
7. Action on Bill List # 12
8. Ratification of Salary Expenditures
9. Director's Report
10. Communications
11. New Business

Resolutions

- A. Honoring Cindy Ciemnecki, Senior Library Assistant, Toms River Circulation, as she retires on January 1, 2019, after twenty (20) years of dedicated service to the Ocean County Library;
- B. Honoring Regina Petti, Principal Library Assistant, Island Heights, as she retires on January 1, 2019, after twenty (20) years of dedicated service to the Ocean County Library;
- C. Honoring Rose Rinaldi, Senior Library Assistant, Toms River Circulation, as she retires on January 1, 2019, after twenty (20) years of dedicated service to the Ocean County Library;
- D. Honoring Nancy Yurcisin, Graphic Artist 2, Printing & Graphics, as she retires on January 1, 2019, after sixteen (16) years of dedicated service to the Ocean County Library;
- E. Authorizing the 2019 Temporary Operating Budget;
- F. Approving the 2019 Annual Budget;
- G. Approving the Library's pension liability with the County of Ocean in the amount of \$2,013,075.00;
- H. Closing out the Reserve Account for encumbrances against the 2017 Budget in the amount of \$187,005.29 by a transfer from (209-290-0028) to the General Library Account (209-290-0029);

- I. Establishing the Reserve Account for encumbrances against the 2018 Budget in the amount of \$2,687,925.63 by a transfer from the General Library Account (209-290-0029) to the Reserve Account (209-290-0028);
- J. 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 \$76,000.00 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 \$55,500.00 from the Technology line items in the General Library Account (209-290-0029) to the Automation Account (209-290-0030) for the purchase of self-checkout kiosks;
 - 4. 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;
- K. Approving the establishment of petty cash funds for 2019 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);
- L. Authorizing execution of a Reciprocal Borrowing Agreement with Monmouth County Library for a period of three (3) years, January 1, 2019, through December 31, 2021, at a cost of \$1.00 per net loan amount not to exceed \$10,000.00 annually;
- M. Authorizing execution of a Reciprocal Borrowing Agreement with Burlington County Library for a period of two (2) years, January 1, 2019, through December 21, 2020, at a cost of \$1.00 per net loan amount not to exceed \$10,000.00 annually;
- N. Approving soliciting formal public bids for a mobile application;
- O. Authorizing the Library to apply for a grant in the amount of \$3,500.00 from the Kearney Bank Foundation for the Lacey Branch for programming at the Branch for our special needs population;

Bid Awards / Change Orders / Contracts

- P. Approving the renewal of the Hoopla Services Agreement with Midwest Tape for a twelve (12) month period beginning on December 12, 2018, for an amount not to exceed \$170,000 to be applied to future purchases;
- Q. Authorizing an agreement with Zoobean for Beanstack Plus Service for subscription software service for a thirty-six (36) month period at an annual rate of \$7,995.00;
- R. Rejecting of two (2) Bids for Brick Branch Curtain Wall Roofing repairs for being over estimated budget;
- S. Awarding of Competitive Contract to Bibliotheca, LLC, Norcross, GA for forty (40) Self-Checkout Kiosks for all library locations;

Approvals

- T. Establishing Library Commission January Reorganization and Regular meeting dates for 2019;
- U. Approving the 2019 Ocean County Library Holiday schedule;
- V. Approving the Brick Branch, Jackson Branch, Manchester Branch, Stafford Branch, and Toms River Branch to have a collection bin during the month of February 2019 to collect toiletries to distribute to children at two (2) DCPD locations served by the Sparks B.F.F. Reading Club;
- W. Approving the Waretown Branch to have a collection bin in the Branch from Thursday, December 27, 2018, through Friday, January 18, 2019, to collect clothing that will be distributed for the program, "Community Threads" for Martin Luther King Jr. National Day of Service on Monday, January 21, 2019;
- X. Approving the updated Rules of Conduct Policy, Section A.5.1 of the General Policy Manual;
- Y. Approving the 2019 Library Fund Accounts, Line Item Categories and Cost Centers;
- Z. Approving the Toms River Branch to be open after hours on Saturday, April 27, 2019 from 5:00 p.m. to 10:00 p.m. for the 13th Annual Student Film Festival;

Donations

- AA. Accepting a donation of a book cart from Virginia Schwing-Dziura for the Stafford Branch. Estimated value is \$300.00;
- BB. Accepting a donation of \$1,000.00 from the Friends of the Ocean County Library – Toms River to be used at the discretion of the Toms River Branch.

12. Old Business

- 2019 Branch hours.

13. Public Comment

14. Closed Session for the purpose of contractual negotiations.

15. Adjourn