

OCEAN COUNTY LIBRARY COMMISSION  
MINUTES OF REGULAR MEETING  
Tuesday, January 16, 2018

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

Other Attendees:        Jack Sahradnik, Library Counsel  
Edward Feurey, Library Counsel  
Susan Quinn, Library Director  
Sara Hansen, Assistant Director  
Rita Oakes, Chief Librarian, Branch Services  
Jeri Gunther, Chief Librarian, Operations  
Rachael LaVoie-Dohn, Chief Librarian, Toms River  
Joseph Cahill, Maintenance Supervisor  
David Evans, Information Processing Manager  
Tim Mailley, Information Processing Manager 1, Level II  
Jennifer Doderer, Personnel Director  
Jennifer Woodman, Budget Officer  
Scott Brown, Librarian 2, Public Relations  
Sherri Taliercio, Administration  
Givane "Gigi" Hayes, Librarian 4, Assistant Toms River Branch Manager  
and System Adult Services Coordinator  
    Librarian of the Year  
Margaret Greenan, Principal Library Assistant, Pt. Pleasant Beach  
Branch  
    Support Staff Person of the Year  
Linda Brandwine, Senior Library Assistant, Lakewood  
    Director's Award for Excellence  
John Olivo

Presiding:                 Susan Hutler, Chair

Mrs. Hutler read the Open Public Meetings Act at 4:08 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 20, 2017, 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 23, 2017, advance written notice of this meeting was published in the *Asbury Park Press*;
  3. On December 23, 2017, advance written notice of this meeting was published in *The Press of Atlantic City*;
  4. On December 20, 2017, advance written notice of this meeting was filed with the Clerk of the County of Ocean;
- On December 20, 2017, advance written notice of this meeting was mailed to all persons who, according to the records of the Ocean County Commission, paid for such notices on or after December 20, 2017.

## 2. Roll Call and Announcements

Ms. Quinn informed the Library Commission of the sad news that Alana Poloski, Senior Library Assistant Jackson Branch had passed away on December 24, 2017. Ms. Quinn added that Mrs. Poloski made in a difference in the lives of so many children in the Jackson community and had many friends among the library staff and will be missed. She offered her condolences to her family along with the excellent work that Alana did on behalf of the library.

## 3. Introduction of Staff Honorees

Ms. Quinn introduced the 2017 Librarian of the Year Givane "Gigi" Hayes, Librarian 4, Assistant Toms River Branch Manager and Adult Services Coordinator; 2017 Support Staff of the Year Margaret Greenan, Principal Library Assistant, Pt. Pleasant Beach Branch; and winner of the 2017 Director's Award for Excellence Linda Brandwine, Senior Library Assistant, Lakewood Branch. The honorees were congratulated by the Library Commissioners and given a certificate in honor of their achievement.

Ms. Quinn said that her first job at Ocean County Library was in the Children's Department at the Lakewood Branch and she learned a lot from Ms. Brandwine about children's services, the library, and being a good person.

## 4. Approval of Minutes, Regular Meeting, December 12, 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

Abstained: Mr. Baglio, Mr. Mancini

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

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

Roll Call: Ayes: Mr. Baglio, Mrs. Barone, Mr. Mancini, 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. Scaturro

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

Passed unanimously

7. Approval of Bill Certificate Lists # 13 and # 1 (Copy on file, Library Administration Office)

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

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

Passed unanimously

8. Ratification of Salary Expenditures (Resolution on file, Library Administration Office)

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

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

Passed unanimously

9. Director's Report

2018 Library Budget Update: Ms. Quinn said that the closeout of the financials at the end of the year would enable the library to allocate additional funds into the rate stabilization fund line in the 2018 budget with Commission approval and no change will be needed to the dedicated tax of \$37,007,999.00. Mr. Mancini added that this would not bring a change to

the dedicated tax and the rate remains flat and putting these funds into the rate stabilization will be good to have for the future.

Motion to approve revision to the 2018 Budget: Mr. Mancini  
Second: Mr. Mullins

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

Passed unanimously

Ms. Quinn noted the following items under New Business:

- Item "E": she thanked Senator Corey Booker and Congressman Thomas MacArthur for bringing a \$1,000.00 National Endowment for the Humanities (NEH) grant opportunity to the attention of Ocean County Library and for thinking about the library.
- Item "F": she showed all in attendance the sign of the 1851 Ocean County Jail / Sheriff's house that will be displayed at the Toms River Branch per the request of the Ocean County Historian, Tim Hart.
- Item "L": she stated that the Burlington County Library is interested in renewing the reciprocal borrowing agreement for 2018. This extension would give time for both libraries to finalize the numbers from 2017.
- Item "K": Toms River School District would like to partner again with Ocean County Library and has requested the library provide a letter of support for their 2018 National Endowment for the Arts (NEA) Big Read grant application.

Ms. Quinn noted in her Director's Report that staff from the St. Francis Center and Catholic Charities' Providence House offered domestic violence counseling at the Lakewood Branch last month, and the organizations appreciated the use of the branch for these programs.

Ms. Quinn informed everyone of an upcoming library program at the Toms River Branch titled "RACE: the Power of an Illusion" that will be held on February 7, 21, & 26, 2018 at 6:30 p.m. The program features the groundbreaking PBS series that examines race in society, science, and history followed by a community conversation will be led by Professor Claude Taylor of Monmouth University. She thanked Gigi Hayes and Deborah Blackwell for their work on the library program.

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 2<sup>nd</sup> 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.

Mrs. Hutler asked the Library Commissioners to review which Library Commission Committees that they currently serve on and to let her know if they would like any changes.

Approval of Items "A" through "P":

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

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

Passed unanimously

## 12. Old Business

Mrs. Hutler stated that she has spoken with Ms. Quinn about updating the Library Commission at the next meeting on educational goals and initiatives.

## 13. Public Comment

## 14. Closed Session: None needed.

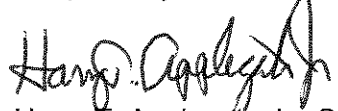
15. Move to adjourn: Mr. Mancini  
Second: Mrs. Peterson

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 4:26 p.m.

Respectfully submitted,



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