

OCEAN COUNTY LIBRARY COMMISSION
MINUTES OF REGULAR MEETING
Tuesday, March 20, 2018

- Attendees: Ocean County Library Commission
Susan L. Hutler, Chair
Heather Barone
Christopher J. Mullins
Bonnie R. Peterson
- Absent: Ruthanne Scaturro, Vice-Chair
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
Joseph Cahill, Facilities Manager
Michael Erickson, Assistant Facilities Manager
Jennifer Doderer, Personnel Director
Deborah Blackwell, Training Coordinator
Jennifer Woodman, Budget Officer
Kate Sanchez, Librarian 4, Public Relations
Sherri Taliercio, Administrative Clerk, Administration
Lydia Gaeta, Clerk 2, Human Resources
Cynthia Fragale, Senior Library Assistant, Manchester
- Presiding: Susan L. 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 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;
 5. 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. Pledge of Allegiance

3. Roll Call and Announcements

Motion for closed session not to exceed fifteen (15) minutes for reviewing matters related to collective bargaining agreements, the Personnel Policy Manual, and potential litigation:

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

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

Passed unanimously

Motion to return to Open Session:
Mrs. Barone
Second: Mr. Mullins

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

Passed unanimously

1) Motion to approve the 2018 Revised Personnel Policy Manual in its entirety:
Mr. Mullins
Second: Mrs. Peterson

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

Passed unanimously

2) Motion to approve the Personnel Resolution Addenda for annual raises for each of the five (5) unions, OCLEA Full-time Library Assistants and Support Staff, OCLEA Part-Time Library Assistants and Support Staff, OCLEA Non-Supervisory Librarians, OCLEA Supervisory Librarians, OPEIU Librarian 4's; also Confidential Support Staff, Library Pages, and Library Monitors:

Mrs. Barone
Second: Mr. Mullins

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

Passed unanimously

3) Motion to approve a consent agenda to approve the below items:

Mr. Mullins

Second: Mrs. Barone

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

Passed unanimously

Mrs. Hutler asked for any public comment.

Having no public comment a motion was made to adjourn

Mrs. Peterson

Second: Mrs. Barone

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

Passed unanimously

The meeting adjourned at 4:18 p.m.

4. Approval of Minutes, Regular Meeting, February 20, 2018 (Copy on file, Library Administration Office)
5. Approval of Financial Statement, February, 2018 (Copy on file, Library Administration Office)
6. Personnel Actions (Copy on file, Library Administration Office)
7. Approval of Bill Certificate List # 3 (Copy on file, Library Administration Office)
8. Ratification of Salary Expenditures (Resolution on file, Library Administration Office)
9. Director's Report
10. Communications

11. New Business

Resolutions

- A. Ratifying the actions of administration authorizing the Library to accept a mini-grant in the amount of \$500.00 from the New Jersey Makers Day Non-Profit Corporation for the Stafford Branch;
- B. Ratifying the actions of administration authorizing the Library to accept the Gilder Lehrman Institute of American History, the American Library Association, and 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;

Bid Awards / Change Orders / Contracts

- C. Approving Award of Bid for Lawn Maintenance and Snow Removal Services for the period of April 1, 2018, through March 31, 2019, as follows:
 - Region III (Berkeley, Lacey, Waretown, Barnegat, Beachwood) to Accent Landscaping at a yearly cost of \$21,700.00.
 - Region IV (Stafford, Tuckerton, Long Beach Island, Little Egg Harbor) to Accent Landscaping at a yearly cost of \$14,050.00.
 - Region V (Plumsted, Manchester, Jackson, Lakewood) to Accent Landscaping at a yearly cost of \$22,200.00.

Approvals

- D. Ratifying the actions of administration authorizing the Library to provide a letter of support to the Girl Scouts of the Jersey Shore in their United Way grant application which focuses on literacy;
- E. Ratifying the actions of administration authorizing the Library to provide a letter of support to Ocean, Inc. in their United Way grant application which focuses on literacy;
- F. Approving the Lacey Branch to participate in the annual "Paint the Town Pink" event during May with decorations to be placed in and around the Branch;

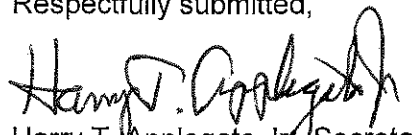
Donations

- G. Accepting a donation of \$300.00 from The Renzulli Charitable Trust for the Bay Head Reading Center in memory of Victoria J. Mastrobuono;
- H. Accepting a donation of \$200.00 from Ellen Anne Olszewski in memory of Steven Olszewski for the Toms River Branch to purchase adult books;
- I. Accepting an in-kind donation from Shawn Hardy of DJ Party Hardy for DJ services at the 3rd Annual Serving Adults with Special Challenges dance that will be held on May 22, 2018, in Mancini Hall of the Toms River Branch, estimated value is \$200.00;
- J. Accepting a donation of a print "Fishermen Landing, Lavallette, NJ" by Denise Wirth valued at \$250.00 for the Upper Shores Branch;

K. Accepting a donation of \$1,000.00 from the Friends of the Waretown Branch to be used at the discretion of the Waretown Branch.

12. Old Business

Respectfully submitted,



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