

OCEAN COUNTY LIBRARY COMMISSION
MINUTES OF REGULAR MEETING
Tuesday, April 17, 2018

Attendees: Ocean County Library Commission
Henry J. Mancini, Acting Chair
Sal Baglio
Heather Barone
Bonnie R. Peterson

Absent: Susan Hutler, Chair
Ruthanne Scaturro, Vice Chair
Christopher Mullins

Other Attendees: John C. Sahradnik, Library Counsel
Susan Quinn, Library Director
Sara Siegler, Assistant Library Director
Jennifer Doderer, Personnel Director
Deborah Blackwell, Training Coordinator
Joseph Cahill, Facilities Manager
David Evans, Technology Manager
Jeri Gunther, Chief Librarian, Administration
Rachael LaVoie-Dohn, Chief Librarian, Toms River
Tim Mailley, Assistant Technology Manager
Rita Oakes, Chief Librarian, Branch Services
Kate Sanchez, Librarian 4, Public Relations
Sherri Taliercio, Administration
Jennifer Woodman, Budget Officer

Presiding: Henry J. Mancini, Acting Chair

Mr. Mancini 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
4. Approval of Minutes, Regular Meeting, March 20, 2018 (Copy on file, Library Administration Office)

Due to a lack of quorum vote this item will be placed on the May 15, 2018, Library Commission Meeting agenda for approval.

5. Approval of Financial Statement, March, 2018 (Copy on file, Library Administration Office)

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

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

Passed unanimously

6. Personnel Actions (Copy on file, Library Administration Office)

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

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

Passed unanimously

7. Approval of Bill Certificate List # 4 (Copy on file, Library Administration Office)

Motion to approve: Mrs. Peterson
Second: Mr. Baglio

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

Passed unanimously

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

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

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

Passed unanimously

9. Director's Report

Ms. Quinn stated that March and April were busy months for public services at all library branches which celebrated the following:

National Library Week (April 8 – 14) was celebrated at each location. Freeholder Joseph H. Vicari presented the Library with a Proclamation at the Toms River Headquarters Branch. Branch Managers received proclamations at municipal town hall meeting this month.

Women's History Month was celebrated in March. NJ Maker's Day was celebrated with a focus on STEAM (Science, Technology, Engineering, Art, & Mathematics) activities and education.

System Youth Services partnered with the New Jersey Theatre Alliance in presenting the 21st Annual Stages Festival. These performances are specifically for children and included A Cinderella Tale, Schoolhouse Rock Live!, Miss Nelson is Missing!, Peter and the Wolf, Victorian Magic, and the Velveteen Rabbit and were at 18 branches.

Toms River Youth and Teen Services partnered with Toms River Regional Schools for Student Art Month at the Toms River Branch with student artwork on display.

System Adult Services and the Readers Services Committee held a successful Adult Winter Reading Program. Adults read 7,095 books from January 1, through February 28, 2018.

The Barnegat Branch celebrated the 25th Anniversary of the building on Saturday, April 14, 2018. The Branch received a Proclamation from Freeholder Joseph H. Vicari and Freeholder Director Gerry P. Little congratulating them. Ms. Quinn read a letter from the Library Commission signed by Library Chair Susan Hutler.

On Saturday, April 14, 2018, the Jackson Branch hosted the 2nd Annual Ocean County Library Autism Resources Fair which connected families with service providers. Ms. Quinn thanked Wendi Smolowitz, Information Services Librarian and the Ocean County Library Cultural Awareness Team for their hard-work coordinating this successful event.

ProCitizen, an online course to study for the Naturalization Test that is required to become a U.S. Citizen was added to the Library's database list. This was a feature inside of Pronunciator and now has its own direct link to allow for easier access and promotion. The President of Pronunciator presented a webinar to library staff to showcase new features. Teen Services librarians were encouraged to attend for their outreaches to high school ESL and foreign language instructors.

The Point Pleasant Borough Branch was selected to receive a free Public Scholars Project Program from the New Jersey Council for the Humanities to be held this fall.

The Training Department facilitated, "Public Libraries: The Keepers of Community Engagement" to a full house of library staff in Mancini Hall. Ms. Blackwell had a panel of

diverse community members that was very educational for the staff. Ms. Quinn attended and it was a great program.

Mrs. Barone stated that the design of the Library's National Library Week T-Shirts was excellent. Ms. Quinn noted that the design was done by the Library's Printing & Graphics Department along with Public Relations. It was one (1) of six (6) designs that library staff voted on.

10. Communications

11. New Business

Resolutions

- A. Honoring Louise C. Fratantoni, Senior Library Assistant, Toms River Information Services as she retires on May 1, 2018, after over 22 years of dedicated service to the Ocean County Library;
- B. Ratifying the actions of administration authorizing the Library to apply for the Public Broadcasting Service (PBS) in partnership with the American Library Association (ALA) grant entitled, "The Great American Read" grant in the amount of \$2,000.00 to support programs and events that will engage audiences with a list of 100 diverse books encouraging audience members to read and vote on them;
- C. Authorizing execution of a one-year reciprocal borrowing agreement with Burlington County Library System for the period of January 1, 2018, through December 31, 2018, for a reimbursement of \$1.00 per net loan not to exceed \$10,000.00;

Bid Awards / Change Orders / Contracts

Approvals

- D. Approving collection bins at the Barnegat, Berkeley, Brick, Jackson, Little Egg Harbor, and Toms River branches to accept cell phones for the "Cell Phones for Soldiers" program during the month of May 2018 for Military Appreciation Month;
- E. Ratifying the action of administration accepting a book bicycle from bibliotheca won at the 2018 Public Library Association (PLA) Conference in Philadelphia, PA valued at \$3,000.00 for the Ocean County Library;
- F. Approving the Beachwood Friends of the Library to enter the Beachwood Branch at 8:30 a.m. before normal library hours on Saturday, May 12, 2018, to set-up for their annual Book and Bake sale;
- G. Approving a change to the Bylaws of the Friends of the Jackson Library;
- H. Approving a collection bin at the Long Beach Island Branch to collect items for the Manahawkin Animal Shelter for Adopt a Shelter Cat Month during the month of June 2018;

- I. Approving the 34th Annual Staff In-Service on Friday, December 7, 2018;
- J. Approving a delayed opening of the Library System at 1:00 p.m. on Friday, December 7, 2018, for the 34th Annual Staff In-Service;

Donations

- K. Accepting a donation of \$250.00 from the Kiwanis Club of Toms River Daybreak for the 12th Annual Student Film Festival;
- L. Accepting a donation of \$1,000.00 from Dianne Mann to purchase furniture in memory of Mary Lou Giacchi for the Waretown Branch.

Approval of Items "A" through "L":

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

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

Passed unanimously

12. Old Business

13. Public Comment

14. Closed Session

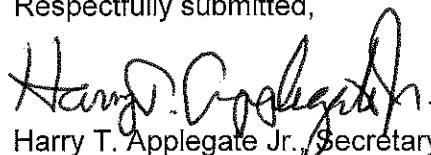
15. Move to adjourn: Mrs. Barone
Second: Mrs. Peterson

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 4:08 p.m.

Respectfully submitted,


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