

OCEAN COUNTY LIBRARY COMMISSION
MINUTES OF REGULAR MEETING
Tuesday, May 15, 2018

Attendees: Ocean County Library Commission
Susan L. Hutler, Chair
Ruthanne Scaturro, Vice Chair
Sal Baglio
Heather Barone
Henry J. Mancini

Arrived after the start of the Meeting:
Christopher Mullins

Absent: Bonnie R. Peterson

Other Attendees: Edward Feurey, Library Counsel
Susan Quinn, Library Director
Sara Siegler, Assistant Library Director
Jennifer Doderer, Personnel Director
Deborah Blackwell, Training Coordinator
Scott Brown, Librarian 2, Public Relations
Joseph Cahill, Facilities Manager
Barry DePaul, Assistant Facilities Manager
Michael Erickson, Assistant 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: 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

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

Due to a lack of a quorum vote this item will be carried over to the June 19, 2018, Library Commission Meeting agenda for approval.

5. Approval of Minutes, Regular Meeting, April 17, 2018 (Copy on file, Library Administration Office)

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

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

Abstain: Mrs. Hutler, Mrs. Scaturro

Passed unanimously

6. Approval of Financial Statement, April, 2018 (Copy on file, Library Administration Office)

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

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

Passed unanimously

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

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

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

Passed unanimously

8. Approval of Bill Certificate List # 5 (Copy on file, Library Administration Office)

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

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

Passed unanimously

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

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

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

Passed unanimously

10. Director's Report

Ocean County Library Education Initiative: Ms. Quinn updated the Library Commission on the *Discover Ocean County Library: The Education Initiative*. It has been a fantastic project and she thanked Sara Siegler, Rachael LaVoie-Dohn, Jeri Gunther, Rita Oakes, Kate Sanchez, Scott Brown, Jennifer Doderer, Dave Evans, and Tim Mailley for their work and support on the project. The Initiative has been launched on the Library's website and includes online library card applications. The first presentation on the Education Initiative was at the Mill Pond School in Lacey Township. Presenters were Lacey Branch Manager Nancy Voitko and System Young Adult Services Coordinator Jeannie Collacott. The meeting was set-up by Library Commission Chair Susan Hutler. The second presentation was at the Berkeley Township Schools. The presentation team was Berkeley Branch Manager Christi Aldellizzi and Joanne Halloran, Children's Librarian, Berkeley Branch. The reception received by the teachers has been outstanding. They are amazed by the resources and services that we provide. Ms. Quinn sent letters to all Ocean County Superintendent's regarding the Initiative and they have shared with their principals. The next schools to be visited will be Manchester and Eagleswood Township Schools. Ms. Quinn thanked Mrs. Hutler for her assistance and experience as an educator in this project.

Mr. Mullins arrived at this time.

Mrs. Hutler stated that she received information from the Lacey Schools that they enjoyed the information and cannot wait for another visit.

Staff Development Day (Friday, May 11, 2018): Ms. Quinn thanked Ms. Blackwell and her team on a great job. She also thanked her co-presenters Ms. Siegler and Ms. Doderer; Mr. Cahill, Mr. DePaul, and Mr. Erickson and the entire Facilities Department; and Mr. Evans and Mr. Mailley along with the entire Technology Department. The keynote speaker was Professor Claude Taylor of Monmouth University he spoke about how important libraries are and how they impacted him as a child. He also later gave a presentation on Community and

Civility and how libraries help with community dialog. In the afternoon, Sergeant Stephen Eubanks from the Toms River Police Department presented Active Shooter Training to a capacity audience in Mancini Hall. Other programs on Staff Development Day included a LGBTQIA program and a staff bakeoff.

Ms. Quinn thanked the Library Commission for allowing the Library to be closed for one day for staff training. She thanked Mrs. Hutler for speaking at the event and Mrs. Barone for attending the event.

11. Communications

12. New Business

Resolutions

- A. Honoring Nancie Good, Senior Library Assistant, Collections as she retires on June 1, 2018, after 25 years of dedicated service to the Ocean County Library;
- B. Honoring Cheryl Somers, Clerk 3, Human Resources as she retires on June 1, 2018, after 18 years of dedicated service to the Ocean County Library;
- C. Authorizing a resolution to solicit formal public bids for three (3) Laptop Lending Kiosk units;
- D. Authorizing a resolution to solicit formal public bids for Self-checkout Kiosks/Terminals that have the capability of accepting credit card payments;
- E. Authorizing a resolution for the Library to apply for the HHMI Tangled Bank Studios' Explore Your Backyard Wilderness Exhibit and Outreach Campaign that includes \$500.00 for programs;

Bid Awards / Change Orders / Contracts

- F. Authorizing the Library to enter into the audit agreement with Public Service Electric & Gas (PSE&G) to identify specific energy savings;
- G. Authorizing the Library to pay a final usage fee for water supplied to the Jackson Branch by the Township of Jackson which includes a fee of \$1,250.00, and for the Jackson Branch to continue to obtain its water and sewer and services from the Jackson Township Municipal Utility Authority (JMUA);

Approvals

- H. Approving closure of the Manchester Branch for 5 – 7 days between May 29 through June 9, 2018 for carpet replacement and construction renovations;
- I. Ratifying the actions of administration authorizing the Library to partner with and provide a letter of support to the Eagleswood Township Elementary School in Eagleswood, NJ on their grant application to OceanFirst Foundation for the Model Classroom Grant;

- J. Ratifying the actions of administration authorizing the Library to partner with and provide a letter of support to Frederic A. Priff Elementary School in Waretown, NJ on their grant application to OceanFirst Foundation for the Model Classroom Grant;
- K. Ratifying the actions of administration authorizing the Library to partner with and provide a letter of support to the Manchester Township Elementary School in Manchester, NJ on their grant application to OceanFirst Foundation for the Model Classroom Grant;
- L. Ratifying the actions of administration authorizing the Library to partner with and provide a letter of support to Memorial Middle School in Point Pleasant, NJ on their grant application to OceanFirst Foundation for the Model Classroom Grant;
- M. Ratifying the actions of administration authorizing the Library to partner with and provide a letter of support to Ocean Road Elementary School in Point Pleasant, NJ on their grant application to OceanFirst Foundation for the Model Classroom Grant;
- N. Ratifying the actions of administration authorizing the Library to partner with and provide a letter of support to Washington Street School in Toms River, NJ on their grant application to OceanFirst Foundation for the Model Classroom Grant;
- O. Ratifying the actions of administration approving an Institutional Library Card for the ARC of Ocean County – Community Connections Adult Training Center in Lakehurst, NJ;
- P. Ratifying the actions of administration approving the use of the Toms River Branch lobby, restrooms, and Library Café after-hours for the Toms River Food Fest on Saturday, May 5, 2018, from 11:00 a.m. to 8:00 p.m. with a rain date of Sunday, May 6, 2018;
- Q. Approving a partnership between the Plumsted Branch and the New Egypt MOMS (Moms Offering Moms Support) for a collection bin to be placed in the Branch from Monday, July 2, 2018, through Monday, August 20, 2018, for their annual campaign, “Pack the Sack” to help local children and their families with school supplies for the upcoming school year;
- R. Approving the Friends of the Plumsted Library to donate two (2) metal shelf cabinets for storage in the Plumsted Branch Manager’s office at an approximate cost of \$700.00;
- S. Approving a collection bin at the Tuckerton Branch to collect items for Kimmy’s Safe Haven Rescue pet adoption in Tuckerton for Adopt a Shelter Cat Month during the month of June 2018;

Donations

- T. Accepting a \$250.00 donation from the Friends of the Berkeley Branch for the Dinosaur Rocks program;
- U. Accepting a \$250.00 donation from the Friends of the Little Egg Harbor Library for the Dinosaur Rocks program on August 7, 2018;
- V. Accepting flowers from the Friends of the Plumsted Library to be planted around the Plumsted Branch;
- W. Accepting a \$250.00 donation from the Friends of the Upper Shores Library for the Dinosaur Rocks program on July 12, 2018.

Ms. Quinn pointed out a few items on the agenda as follows:

Items "A" & "B": Ms. Goode and Ms. Somers are retiring. She thanked them for their service to the Ocean County Library and noted that their resolutions will be presented at a later time.

Items "C" & "D": The Library is moving towards more automation to reduce cash handling and these new kiosks will assist with this effort. Ms. Quinn thanked Ms. Siegler, Mr. Evans, and Mr. Mailley on researching these.

Item "H": The Manchester Branch will be to be closed between May 29 and June 9, 2018, for renovations to complete work that cannot be done while the Branch is open.

Items "I" through "N": OceanFirst Foundation has a grant opportunity for a model classroom. Some of the schools that we have been partnering with on the Education Initiative have reached out to us for support on their grant applications. The deadlines for the applications were due by May 1, 2018.

Approval of Items "A" through "W":

Motion to approve: Mr. Mancini

Second: Mr. Baglio

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

Passed unanimously

13. Old Business

14. Public Comment

15. Closed Session for the purpose of a matter involving the terms and conditions of employment of current public employees.

Motion to approve: Mrs. Barone

Second: Mrs. Scaturro

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

Passed unanimously

Motion to return to Open Session:

Second: Mrs. Scaturro
Mrs. Barone

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

Passed unanimously

1) Motion to approve management salary increases for 2018 by 2% with an additional 1% merit bonus:

Second: Mr. Mancini
Mr. Baglio

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

Passed unanimously

2) Motion to approve Personnel Director Jennifer Doderer's salary increase for 2018 by 2% with an additional 1% merit bonus:

Second: Mrs. Barone
Mrs. Scaturro

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

Passed unanimously

3) Motion to approve Library Director Susan Quinn's salary increase for 2018 by 2% with an additional 1% merit bonus:

Second: Mrs. Barone
Mrs. Scaturro

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

Passed unanimously

Mrs. Hutler thanked the management team on all their hard work over the past year.

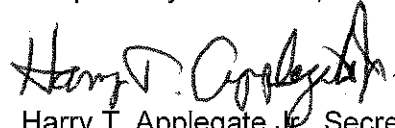
16. Move to adjourn: Mr. Mancini
Second: Mr. Baglio

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 4:25 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Harry T. Applegate Jr.", written in a cursive style.

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