

OCEAN COUNTY LIBRARY COMMISSION
 MINUTES OF REGULAR MEETING
 Tuesday, June 26, 2018
 Rescheduled from June 19, 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
 Jennifer Doderer, Personnel Director
 Deborah Blackwell, Training Coordinator
 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
 Sherri Taliercio, Administration
 Jennifer Woodman, Budget Officer
 Scott Brown, Librarian 2, Public Relations
 Susan Gardiner, Brick Branch Manager
 Frank B. Holman, III, Holman, Frenia, Allison, P.C.
 Dana Montanelli, Holman, Frenia, Allison, P.C.

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 June 20, 2018, 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 June 22, 2018, advance written notice of this meeting was published in the *Asbury Park Press*;
 3. On June 22, 2018, advance written notice of this meeting was published in *The Press of Atlantic City*;
 4. On June 20, 2018, advance written notice of this meeting was filed with the Clerk of the County of Ocean;

- 5. On June 20, 2018, 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 June 20, 2018.

- 2. Pledge of Allegiance
- 3. Roll Call and Announcements
- 4. Presentation by Holman, Frenia, Allison, P.C.: 2017 Library Audit

Ms. Montanelli handed out copies of the draft audit for the year ending December 31, 2017, and an adjustment to the year ending December 31, 2016. The 2016 report was updated with information received from the County. They also went back 10 years to check all transactions. She noted that the library staff stayed within the budget.

Mr. Mullins entered the meeting during the Auditor's presentation.

On the 2017 audit Ms. Montanelli stated that the library follows the NJ State Library regulations. She recommended doing self-balancing general ledger system on a monthly basis with the County which would be easier to reconcile money collected and implement any needed changes. She read the Governance letter stating that site visits were conducted with a few minor monies differences. Ms. Montanelli recommended having two (2) people count the money collected together, creating a no sale register log, and having employees log in and out of Polaris to track the waiving of fines. Mr. Holman added that the auditor's will return in September to check on the general ledger system. Mr. Baglio suggested that the library make a corrective action plan, Mr. Holman agreed.

Mrs. Hutler thanked Ms. Montanelli and Mr. Holman for their presentation.

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

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

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

Abstain: Mr. Baglio, Mr. Mancini, Mrs. Scaturro

Passed unanimously

- 6. Approval of Minutes, Regular Meeting, May 15, 2018 (Copy on file, Library Administration Office)

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

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

Passed unanimously

7. Approval of Financial Statement, May, 2018 (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. Scaturro, Mrs. Hutler

Passed unanimously

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

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

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

Passed unanimously

9. Ratification of Bill Certificate List # 6 (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. Scaturro, Mrs. Hutler

Passed unanimously

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

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

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

Passed unanimously

11. Director's Report

National Endowment for the Arts (NEA) Big Reads Grant: Ms. Quinn said that the Toms River Regional Schools received the NEA Big Reads award for 2018-2019. She noted that this is the second year in a row that the Toms River Schools have been picked and that only 79 institutions were selected across the country. The Ocean County Library will again serve

as a partner to the school district for the grant and Ms. Quinn thanked Ms. LaVoie-Dohn and System Teen Services Coordinator Jeannie Collacott and their teams for their work on this partnership. This year's book will be, "The Things They Carried", by Tim O'Brien which is a collection of short Vietnam War stories.

2018 Summer Reading: Ms. Quinn shared the 2018 Summer Reading Program brochure and noted this year's theme is "Libraries Rock." Ms. Quinn highlighted the staff OCL Puppet Show Players puppet show, "Children Make Terrible Pets" listed in the brochure.

Ms. Quinn noted item "A" under resolutions that Ms. Gardiner will be retiring from Ocean County Library on July 1, 2018, after over 28 years of service. Ms. Gardiner was presented with her resolution by Mrs. Hutler and Ms. Quinn. Ms. Quinn and Mrs. Scaturro also attended Ms. Gardiner's retirement celebration held the previous week.

12. Communications

13. New Business

Resolutions

- A. Honoring Susan Gardiner, Librarian 4, Branch Manager Brick as she retires on July 1, 2018, after 28 years of dedicated service to the Ocean County Library;
- B. Ratifying the actions of administration authorizing the Library Director or her designee to solicit Public Bids for the provision of Janitorial Services for eighteen (18) Library locations commencing Saturday, September 1, 2018;
- C. Rescinding resolution for permission to solicit formal public bids for Self-Checkout Kiosks/Terminals that have the capability of accepting credit card payments (Item D. May 15, 2018);
- D. Authorizing a resolution for solicitation for formal proposals using the competitive contracting process for Self-Checkout Kiosks/Terminals that have the capability of accepting credit card payments;

Bid Awards / Change Orders / Contracts

Approvals

- E. Ratifying the action of administration authorizing the Lakewood Branch to partner with and support the Visiting Nurse Association Health Group / Ocean County Council for Young Children's (CCYC) grant application to the United Way for a School Readiness Grant;
- F. Approving the updated fines and fees schedule for 2018, Section A.6 of the General Policy Manual which specifies increasing Microfilm prints from analog machines to \$.20 per page, and states that the Library will no longer accept replacements for lost/damaged audio visual materials;
- G. Approving the Toms River Business Improvement District (TRBID) to place a 4"x4"non-permanent downtown trolley bus-stop sign on library property at the Toms River Branch;
- H. Approving the use of the Lacey Branch parking lot by the Forked River Presbyterian Church on Saturday, June 30, 2018, for overflow parking for their first annual car show;

- I. Approving the Point Pleasant Borough Rotary Club to plant a tree on library property at the Point Pleasant Borough Branch;
- J. Approving the closing of the Toms River Branch at 3:00 p.m. on Friday, March 1, 2019, to set-up for the Ocean County Library Foundation's 3rd Annual Miniature Golf Fundraising Event;
- K. Approving the Toms River Branch to be open after hours on Friday, March 1, 2019, from 5:00 p.m. to 11:30 p.m. for the Ocean County Library Foundation's 3rd Annual Miniature Golf Fundraising Event and to charge a fee for tickets;
- L. Approving the Ocean County Library Foundation to collect a nominal fee for tickets for a family miniature golf event at the Toms River Branch on Saturday, March 2, 2019;
- M. Approving the Toms River Branch to have a food truck on Washington Street for the Scotlander Festival on Saturday, September 22, 2018, from 10:00 a.m. to 4:00 p.m. pending the acquiring of the appropriate township and county approvals;
- N. Approving the Ocean County Library Foundation to donate \$500.00 towards the Scotlander Festival on Saturday, September 22, 2018;
- O. Approving the Ocean County Library Foundation to donate \$2,000.00 towards the 2018 James J. Mancini Memorial Author program featuring Robert O'Neill on Saturday, September 8, 2018;

Donations

- P. Accepting a \$200.00 donation from the Friends of the Beachwood Branch to be used at the Beachwood Branch's discretion;
- Q. Accepting a \$300.00 donation from the Toms River Police Foundation for the annual Jingle Bell Run in Toms River.

Approval of Items "A" through "Q":

Motion to approve: Mr. Mancini

Second: Mrs. Barone

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

Passed unanimously

14. Old Business

15. Public Comment

16. Closed Session. None Needed.

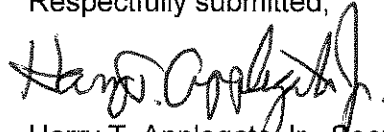
17. Move to adjourn: Mrs. Scaturro
Second: Mrs. Barone

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 4:38 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