

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

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

Absent: Sal Baglio
Christopher Mullins
Bonnie R. Peterson

Other Attendees: Franklin H. Berry, Jr., Library Counsel
Susan Quinn, Library 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
Sherri Taliercio, Administration
Jennifer Woodman, Budget Officer
Scott Brown, Librarian 2, Public Relations
Justine Dambroski, Principal Personnel Technician, Human Resources

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 Rescheduled Meeting, June 26, 2018 (Copy on file, Library Administration Office)

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

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

Passed unanimously

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

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

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

Passed unanimously

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

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

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

Passed unanimously

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

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

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

Passed unanimously

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

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

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

Passed unanimously

9. Director's Report

Ms. Quinn stated that the Toms River renovations of the restrooms are now completed. The renovations at the Manchester Branch have been completed and the Branch has reopened.

Ms. Quinn noted that on the table for the meeting were copies of a PowerPoint presentation of the 2018 Summer Reading program that is currently ongoing and thanked Ms. Taliercio for her assistance in putting this together.

10. Communications

Mrs. Hutler stated that the Library Commissioners had all received a letter from Ms. Jessica Neyenhouse and thanked Ms. Quinn and Ms. Oakes for resolving her concern and she was pleased with the outcome.

11. New Business

Resolutions

- A. Authorizing the Library Director to sign a contract for the New Jersey Career Connections Grant for Uniform Career Guidance and Job Search Assistance in the amount of \$25,000.00 from June 1, 2018, to May 30, 2019, the State of New Jersey Department of Labor and Workforce Development, and in partnership with the New Jersey State Library;

Bid Awards / Change Orders / Contracts

- B. Approving the 2nd year renewal option for Debt Collection Services to Unique Management Services for a per submission fee of \$7.95;

Approvals

- C. Accepting the 2017 Audit from Holman, Frenia, Allison, P.C.;

Donations

- D. Approving the Jackson Friends of the Library to donate annual museum passes to Grounds for Sculpture, Battleship New Jersey, and the Newark Museum to be used by any adult Ocean County Library cardholder;
- E. Accepting a \$200.00 donation from Greenbriar Oceanaire Women's Club for children's programming at the Waretown Branch;

Approval of Items "A" through "E":

Motion to approve: Mr. Mancini

Second: Mrs. Barone

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

Passed unanimously

12. Old Business

13. Public Comment

14. Closed Session. None needed.

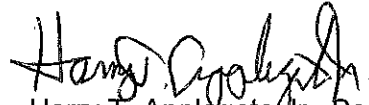
15. Move to adjourn: Mr. Mancini
Second: Mrs. Scaturro

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 4:05 p.m.

Respectfully submitted,



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