

OCEAN COUNTY LIBRARY COMMISSION  
MINUTES OF REGULAR MEETING  
Tuesday, August 21, 2018

Attendees: Ocean County Library Commission  
Susan L. Hutler, Chair  
Ruthanne Scaturro, Vice Chair  
Sal Baglio  
Bonnie R. Peterson

Absent: Heather Barone  
Henry J. Mancini  
Christopher Mullins

Other Attendees: Edward Feurey, Library Counsel  
Susan Quinn, Library Director  
Sara Siegler, Assistant Library Director  
Jennifer Doderer, Personnel Director  
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, July 17, 2018 (Copy on file, Library Administration Office)

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

Roll Call: Ayes: Mrs. Peterson, Mrs. Scaturro, Mrs. Hutler

Abstain: Mr. Baglio

Passed unanimously

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

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

Roll Call: Ayes: Mr. Baglio, Mrs. Peterson, Mrs. Scaturro, Mrs. Hutler

Passed unanimously

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

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

Roll Call: Ayes: Mr. Baglio, Mrs. Peterson (No on page 4 Robert Vosseller's title change; all other items Aye), Mrs. Scaturro, Mrs. Hutler

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

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

Roll Call: Ayes: Mr. Baglio, Mrs. Peterson, Mrs. Scaturro, Mrs. Hutler

Passed unanimously

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

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

Roll Call: Ayes: Mr. Baglio, Mrs. Peterson, Mrs. Scaturro, Mrs. Hutler

Passed unanimously

9. Director's Report

Education Initiative: Ms. Quinn reported on the Education Initiative stating that the midyear data reflects that library card signups are trending up. She thanked the entire team of Sara Siegler, Rita Oakes, Rachael LaVoie-Dohn, Jeri Gunther, the Technology Department for their assistance in making the library card application available online, and the Public Relations Department, in promoting signups. The Barnegat Branch has met with the Barnegat Superintendent of Schools about implementing the Education Initiative into the curriculum. This ties into the work that was done in the spring by the Berkeley and Lacey branches with their local schools.

Mrs. Hutler stated that when she has visited branches they are excited about the Education Initiative.

Ms. Quinn stated that the Education Initiative has been expanded to the private schools and also homeschoolers.

Ms. Quinn noted Item "I" under new business, that the Ocean County College's (OCC) Continuing & Professional Education Department's has proposed a Youth Success Support Program and has asked the library to provide a letter of support and provide meeting room space at southern branches. OCC has been working with Rachael LaVoie-Dohn and Jeannie Collacott, Teen Services Coordinator from the library

Summer Programs: Ms. Quinn mentioned that many programs have been ongoing throughout the system during the summer. She attended a children's program at the Berkeley Branch, "Making Snow", and noted that on Saturday, August 18, the Toms River Branch hosted the program "Journey through the Pines". The Long Beach Island Branch had a Story Walk program that attracted over 50 children. Next week a professor from Rutgers University will be at the Point Pleasant Boro Branch discussing Muslim's in America and their experience.

2018 James J. Mancini Author Program: Ms. Quinn thanked Grunin Properties/Jay and Linda Grunin Foundation and the Ocean County Library Foundation for sponsoring the 2018 James J. Mancini Memorial Author Program featuring Robert O'Neill, and the law firm of Berry, Sahradnik, Kotzas, and Benson for being a supporter. The event is currently on a waitlist.

Scotlander Festival: Ms. Quinn noted the upcoming Scotlander Festival that will be held at the Toms River Branch on Saturday, September 22, 2018. It will be a full day family event, celebrating everything Outlander and Scottish and is based on the bestselling book series by Diana Gabaldon.

Ms. Quinn said that the OCL Technology and Facilities departments have also been very busy this summer.

#### 10. Communications

#### 11. New Business

#### Resolutions

- A. Honoring Rosemary Wagner, Senior Library Assistant, Toms River Youth Services as she retires on September 1, 2018, after over twenty-seven (27) years of dedicated service to the Ocean County Library;
- B. Authorizing an Intergovernmental Agreement with the Ocean County Board of Chosen Freeholders, Ocean County Human Services Department to provide funding up to \$500.00 to support the Ocean County Library's Human Trafficking series of programs for 2018;
- C. Approving soliciting formal public bids for building renovations at the Point Pleasant Boro and Manchester branches and repairs to the Brick Branch's Clearstory Glass;
- D. Approving disposal of 215 various Meeting Room Chairs from the Lacey, Manchester, Point Pleasant Beach, and Waretown branches that are irreparable due to age and wear;

#### Bid Awards / Change Orders / Contracts

- E. Authorizing Award of Bid for the purchase of three (3) twelve (12) Bay Laptop/Tablet Self-Checkout Units with Annual Platinum Plus Level Service to Java Connections, d/b/a Laptops Anytime at a total cost of \$88,027.50;
- F. Approve Award of Bid for Janitorial services for the period of September 1, 2018, through August 31, 2019, with a second year renewable option, to the following, as reviewed by the Ocean County Library's Purchasing Department:
  - Region I (B, PX, P, UP) – BBC Cleaning, yearly cost = \$57,000.00
  - Region II (BKY, BD, LA, WA, BGT) – Triple Star Cleaning, yearly cost = \$40,080.00
  - Region III (STF, LBI, TU, LEH) – One and Done Cleaners, yearly cost = \$35,337.60
  - Region IV (MA, PL, LAK, JA, WH) – ACB Services, yearly cost \$122,580.00
  - Region V (TR) – ACB Services, yearly cost, \$102,534.00
- G. Authorizing an agreement between Ocean County Library and SHI International to provide the Library with an updated SharePoint Environment for services that are covered under N.J. State Software Contract #89851, for a not to exceed amount of \$31,600.00;

- H. Authorizing a Change Order of \$9,600.00 to the Toms River Restroom Renovations for Ascend Construction Management submitted by the County Architect Yezzi & Associates;

### **Approvals**

- I. Ratifying the actions of administration authorizing the Library to partner with and support the Ocean County College's Continuing & Professional Education Department's proposed Youth Success Support Program by providing a letter of support and providing meeting room space at southern branch locations;
- J. Approving the Ocean County Library's System Friends of the Library Steering Committee to host a Mah Jongg Tournament on Wednesday, October 10, 2018, from 8:30 a.m. to 4:30 p.m. and permit participants to be admitted into the Toms River Branch at 8:00 a.m. before normal library hours and to charge a registration fee of \$40.00;
- K. Approving library vehicles driven by approved staff to shuttle Mah Jongg Tournament participants on Wednesday, October 10, 2018, from the Ocean County Parking Garage to the Toms River Branch from 8:00 a.m. to 8:30 a.m. and also from 4:00 p.m. to 4:30 p.m.;
- L. Approving the use of the Long Beach Island Branch as a mustering location for the Ethel Jacobsen School during the 2018-2019 school year in the event of an emergency during normal Branch hours;
- M. Approving the Long Beach Island and Stafford branches to have a collection bin in the branches from Wednesday, August 22, 2018, until Monday, December 3, 2018, to collect new socks for the Long Beach Island Kiwanis Club;
- N. Approving the use of the Point Pleasant Boro Branch parking lot by the Point Pleasant Boro High School on Friday, September 7, 2018, for overflow parking;
- O. Approving the Stafford Branch to hold a program offsite at the Historic Baptist Church in early November 2018;
- P. 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 Dog Month during the month of October 2018;
- Q. Approving the Friends of the Waretown Library to have a Victorian Tea Fundraiser on Wednesday, October 24, 2018, from 1:30 p.m. to 3:30 p.m. and to charge a registration fee of \$10.00;
- R. Approving the Toms River Branch to be open after hours on Friday, November 2, 2018, from 5:00 p.m. to 9:00 p.m. for the "FanNation" event;

### **Donations**

- S. Accepting a \$200.00 donation from the Hecht Family Foundation for the Library;
- T. Accepting a \$250.00 donation from the Friends of the Manchester Branch for the Dinosaurs Rock program;
- U. Accepting a donation of framed artwork with a plaque titled, "Hogwarts Castle Painting" from the Friends of the Plumsted Library for the Plumsted Branch. Estimated value is \$250.00;

- V. Accepting a \$939.99 donation from the Friends of the Ocean County Library – Toms River to be split \$760.00 for Furniture, and \$179.99 for Young Adult programs at the Toms River Branch.

Approval of Items "A" through "V":

Motion to approve: Mrs. Scaturro

Second: Mr. Baglio

Roll Call: Ayes: Mr. Baglio, Mrs. Peterson, Mrs. Scaturro, Mrs. Hutler

Passed unanimously

12. Old Business

13. Public Comment

14. Closed Session. None needed.

15. Move to adjourn: Mrs. Scaturro

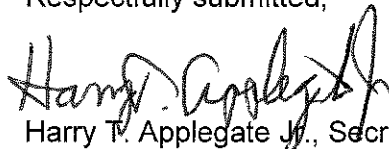
Second: Mr. Baglio

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 4:12 p.m.

Respectfully submitted,



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