

OCEAN COUNTY LIBRARY COMMISSION
MINUTES OF REGULAR MEETING
Tuesday, September 18, 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: Edward Feurey, Library Counsel
Susan Quinn, Library Director
Sara Siegler, Assistant Library Director
Jennifer Doderer, Personnel Director
Deborah Blackwell, Training Coordinator
Joe Cahill, Facilities Manager
Jeri Gunther, Chief Librarian, Administration
Rachael LaVoie-Dohn, Chief Librarian, Toms River
Judy Macaluso, Librarian 4, Branch Services
Tim Mailley, Assistant Technology Manager
Kelly-Ann Pennell, Librarian 4, Branch Services
Kate Sanchez, Librarian 4, Public Relations
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, August 21, 2018 (Copy on file, Library Administration Office)

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

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

Passed unanimously

5. Approval of Financial Statement, August, 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 # 9 (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. Barone
 Second: Mr. Mancini

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

Passed unanimously

9. Director's Report

Financial Management System: Ms. Quinn stated that under the direction of the Library's Budget Officer, Jennifer Woodman the Financial Edge System went live on September 4. This will eliminate the need for two financial systems and completes the recommendation by the Auditor.

The 2019 Autism Resources Fair will be held on a Sunday in April from 12:00 p.m. to 5:00 p.m. and will open to staff at 10:00 a.m. Previously the Fair was held at the Toms River Branch in 2017 and the Jackson Branch in 2018 on Saturdays. By holding the Fair on a Sunday we will be able to serve all communities. This is listed under item "K" under New Business on the Agenda.

Education Initiative: Students are heading back to school in September and we have been communicating with the schools about the initiative. The public relations department has launched a new campaign to reach students and schools and will be sending out newsletters about the Education initiative throughout the fall.

10. Communications

Mrs. Barone stated that over the weekend on her radio show that she hosted she had Freeholder Vicari on as a guest and a customer called in about why the Library removed the benches in the Toms River Branch lobby. She told the customer that she would bring up the topic at the Library Commission Meeting and passed the information to Ms. Quinn on Monday.

Ms. Quinn stated that what is outside in the community also comes into the Library because the Library is the Heart of the Community. We have dealt with the H1N1 flu, natural disasters, and the opium epidemic. To assist with the latter, a second guard was added to the Toms River Branch. Sheriff's Officers made trips throughout the Branch and suggested we look at the lay-out of the lobby, and Ocean County Library's Training Coordinator, Deborah Blackwell, conducted staff and public trainings on the topic of the opiate crisis. We decided to remove the chairs and benches from the lobby. As a result, it is inconvenient for some to remove the benches, but it was needed. Tables and chairs are available inside of Dunkin' Donuts.

Mrs. Barone asked how many table are available. Mr. Cahill stated that the Dunkin' Donuts had four (4) tables and that has been increased to six (6).

Ms. Quinn stated that the lobby is an entrance to the Branch and seating is available on the first and second floors. She explained that drug and alcohol incidents at the Toms River Branch were on the rise. In 2013, one (1) incident occurred. In 2014 six (6) incidents occurred. In 2015, 30 incidents occurred. In 2016, 21 incidents occurred and the tables and chairs were removed from the lobby. Incidents were down to 13 in 2017, and only six (6) have occurred as of this date for 2018.

Mrs. Hutler stated that the statistics proved that by moving the tables and chairs from the lobby it helped decrease the number of incidents.

Mrs. Barone stated that she would speak with the customer and relay this information.

11. New Business

Resolutions

- A. Honoring Bonnie Napolitano, Senior Library Assistant, Upper Shores as she retired on September 1, 2018, after over sixteen (16) years of dedicated service to the Ocean County Library;
- B. Authorizing the Library Director or her designee to prepare and advertise for Requests for Qualifications (RFQ) for various professional services in 2019 as directed by the Library Commission Chair or her designee, including Legal Counsel, Labor Counsel, and Auditor;
- C. Authorizing transfer of \$9,000.00 from the Library Grant Account (209-290-0140) to the Professional Expenses Line Item in the General Library Account (209-290-0029);
- D. Authorizing an application to the New Jersey Council for the Humanities for a \$750.00 award to host or develop an environmental humanities program;

Bid Awards / Change Orders / Contracts

- E. Authorizing discontinuation of participation in eLibraryNJ.com – OverDrive Downloadable Audiobook and EBook Consortium administered by Libraries of Middlesex Automation Consortium upon completion of the 2018 agreement;
- F. Authorizing an agreement with OverDrive, Inc. for Digital Library Reserve Application Services to provide Downloadable Audiobooks and EBooks through the Ocean County Library's website through December 31, 2019;
- G. Authorizing an agreement with Innovative Interfaces Incorporated for Polaris Integrated Library System (ILS) Off Hours Upgrades;
- H. Authorizing Accent Landscaping to withdraw from their Snow Removal, Lawn Mowing and Shrub Care Services contract effective September 30, 2018 and authorize solicitation of bids for Regions III, IV, and V for Snow Removal and Landscaping Services for the Ocean County Library System;

Approvals

- I. Approving the submission of a preliminary 2019 Capital Budget request to the County of Ocean as authorized by the Library Commission Chairperson;
- J. Ratifying the actions of administration for the Island Heights Branch to partner with the John F. Peto Studio Museum to provide enhanced arts education for the children of Island Heights;
- K. Approving an after-hours request to hold the Ocean County Library's Autism Resources Fair from 12:00 p.m. to 5:00 p.m. at the Toms River Branch on a Sunday in April in 2019, with staff and resource providers arriving at the branch at 11:00 a.m. for set-up;
- L. Approving the Plumsted Branch to place a collection bin in the Branch from Monday, October 1, 2018, through Sunday, November 18, 2018, to collect new and gently used shoes;
- M. Approving the Toms River Branch to place a collection bin in the Branch from Thursday, September 20, 2018, through Thursday, October 18, 2018, to collect new or gently used backpacks for local organizations;
- N. Approving the Toms River Police Foundation's Jingle Bell Run 2018 event to use Mancini Hall the weekend of Saturday, December 1, 2018, and Sunday, December 2, 2018, afterhours until approximately 5:30 p.m.

Donations

Approval of Items "A" through "N":

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

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

Passed unanimously

12. Old Business

Mrs. Hutler thanked Ms. Quinn, Gigi Hayes, Rachael LaVoie-Dohn and the entire Toms River Branch staff for their work on the 2018 James J. Mancini Memorial Author Program featuring Robert O'Neill. She enjoyed the program and her guests did as well.

Mr. Mancini thanked everyone as well and thanked the Library on behalf of his family for honoring his father's legacy.

Ms. Quinn thanked Assistant Library Director Sara Siegler, Toms River Branch Manager Rachael LaVoie-Dohn, Assistant Toms River Branch Manager Gigi Hayes, Assistant Technology Manager Tim Mailley and the entire Toms River staff for their work on the program.

Mrs. Hutler stated that her tour of all 21 library locations has been completed. She was happy to meet with staff and see how busy the branches are; she is proud of the staff.

13. Public Comment

14. Closed Session. None needed.

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

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 4:18 p.m.

Respectfully submitted,



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