

OCEAN COUNTY LIBRARY COMMISSION
MINUTES OF REGULAR MEETING
Tuesday, October 16, 2018

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

Absent: Susan L. Hutler, Chair
Christopher Mullins
Bonnie R. Peterson

Other Attendees: Edward Feurey, Library Counsel
Susan Quinn, Library Director
Sara Siegler, Assistant Library Director
Jennifer Doderer, Personnel Director
Joe Cahill, Facilities Manager
Dave Evans, Technology Manager
Jeri Gunther, Chief Librarian, Administration
Rachael LaVoie-Dohn, Chief Librarian, Toms River
Judy Macaluso, Librarian 4, Branch Services
Tim Mailley, Assistant Technology Manager
Rita Oakes, Chief Librarian, Branch Services
Jennifer Woodman, Budget Officer
Scott Brown, Librarian 2, Public Relations
Jeannie Collacott, Librarian 4, Teen Services Coordinator
Colleen Gunther, Librarian 2, Maker Librarian
Emily Mazzone, Librarian 3, Toms River Teen Services
Judy Macaluso, Librarian 4, Branch Services
Sherri Taliercio, Administration
Karen Roselli, President, Toms River Friends
Virginia Saavadra, Recording Secretary, Toms River Friends

Presiding: Ruthanne Scaturro, Vice Chair

Mrs. Scaturro 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

A motion was made to move Item "A" in New Business to present the Friends of the Library Week, October 21 – 27, 2018, resolution:

Mr. Mancini
 Second Mrs. Barone

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

Ms. Roselli and Ms. Saavadra on behalf of the entire system Friends groups were presented with the resolution by Library Commission Vice Chair Mrs. Scaturro and Library Director Ms. Quinn. Ms. Macaluso, Liaison to the Friends of the Library read the resolution. The Friends were congratulated by the Library Commission for all of the work that they do in support of the Ocean County Library System.

4. Approval of Minutes, Regular Meeting, September 18, 2018 (Copy on file, Library Administration Office)

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

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

Abstain: Mr. Baglio

Passed unanimously

5. Approval of Financial Statement, September, 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

Passed unanimously

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

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

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

Passed unanimously

7. Approval of Bill Certificate List # 10 (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

Passed unanimously

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

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

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

Passed unanimously

9. Director's Report

Ms. Quinn stated that the 2019 Budget and County Capital request is currently under review with the Library Commission Finance, Personnel, and Facilities Committees.

Toms River MakerSpace (Sparks's Lab): Ms. Quinn stated that about two (2) years ago the Toms River Branch made room for a MakerSpace area. Ms. Collacott first started the project with maker kits with the help of some grants. She introduced Ms. Mazzoni and Ms. Colleen Gunther who work with Toms River Branch Manager, Ms. LaVoie-Dohn on the Toms River Branch's Makerspace.

Ms. Gunther gave a presentation to the Library Commission on the Toms River Branch's MakerSpace noting the growing demand from library customers for this service.

Ms. Quinn stated that the branch's floor plans are currently being looked into to expand the MakerSpace area. This could be done by switching the current MakerSpace area with the Toms River Computer Lab, and utilizing the mobile lab for computer classes in other meeting rooms.

Mr. Baglio stated that some soft cost would be associated with this move. Mr. Mancini said that this is part of the Facilities sub-committee review and would be looked into at an upcoming meeting.

10. Communications

11. New Business

Resolutions

- A. Honoring October 21 – 27, 2018, as Friends of the Library Week;
- B. Authorizing the execution of the Self-Insured Workers' Compensation Agreement for 2019 with the County of Ocean in the amount of \$319,358;
- C. Amending a Resolution dated September 18, 2018 due to a typographical error;
- D. Authorizing execution of a 2019 Intergovernmental Service Agreement with the County of Ocean for Vehicle Maintenance and Repair at a cost not to exceed \$110,000.00;
- E. Authorizing the Library to accept the New Jersey Council for the Humanities (NJCH) award in the amount of \$750.00 to host or develop an environmental humanities program;

Bid Awards / Change Orders / Contracts

- F. Approving Award of Bid for Lawn Maintenance and Snow Removal Services for the period of November 1, 2018, through March 31, 2020, as follows:
 - Region III (Berkeley, Lacey, Waretown, Barnegat, Beachwood) to Tony's Landscaping -yearly cost - \$25, 220.00.
 - Region IV (Stafford, Tuckerton, Long Beach Island, Little Egg Harbor) to Tony's Landscaping – yearly cost – \$23,400.00.
 - Region V (Plumsted, Manchester, Jackson, Lakewood) to Clean Cut Lawn Care-- yearly cost - \$29,390.00.

Approvals

- G. Approving holding Staff Development Day on Friday, May 10, 2019;
- H. Approving closing the Library System to the Public on Friday, May 10, 2019, for Staff Development Day;
- I. Approving the use of the Jackson Branch as a mustering location for the Goddard School during the 2018-2019 school year in the event of an emergency during normal Branch hours;
- J. Ratifying the actions of administration approving the Manchester Branch to place a collection bin in the Branch to collect items for the Lakehurst Elementary School as they transition to their temporary school locations through Friday, November 30, 2018;

- K. Approving The Tuckerton Branch to be open after hours on Wednesday, December 12, 2018, from 5:00 p.m. to 9:00 p.m. for the Tuckerton Library Association's Annual Holiday Dinner;
- L. Approving the Library to partner with various local charitable and community based organizations to collect items to benefit Ocean County residents in need from November 1, 2018 through January 31, 2019;

Donations

- M. Accepting a donation of \$500.00 from Vicki and Fred Boehme and the Hecht Family Foundation.

Approval of Items "B" through "M":

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

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

Passed unanimously

12. Old Business

13. Public Comment

14. Closed Session. None needed.

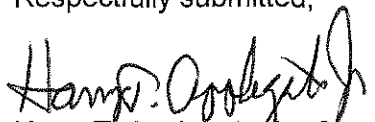
15. Move to adjourn: Mr. Mancini
Second: Mrs. Barone

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 4:32 p.m.

Respectfully submitted,



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