

OCEAN COUNTY LIBRARY COMMISSION
MINUTES OF REGULAR MEETING
Tuesday, November 13, 2018

Attendees: Ocean County Library Commission
Susan L. Hutler, Chair
Ruthanne Scaturro, Vice Chair
Sal Baglio
Christopher Mullins

Absent: Heather Barone
Henry J. Mancini
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
Michael Erickson, Assistant Facilities Manager
Dave 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
Jennifer Woodman, Budget Officer
Sherri Taliercio, Administration
Scott Brown, Librarian 2, Public Relations

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, October 16, 2018 (Copy on file, Library Administration Office)

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

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

Abstain: Mr. Mullins, Mrs. Hutler

Passed unanimously

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

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

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

Passed unanimously

7. Approval of Bill Certificate List # 11 (Copy on file, Library Administration Office)

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

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

Passed unanimously

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

Motion to approve: Mrs. Scaturro

Second: Mr. Mullins

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

Passed unanimously

9. Director's Report

Ms. Quinn stated that the Library Commission has met its requirement for Continuing Education Credits in 2018 for New Jersey State Aid.

The 34th Annual Staff In-Service will be held on Friday, December 7, 2018, at the Ramada Hotel in Toms River. Previously it was held at the Holiday Inn of Manahawkin; currently they are remodeling and were not able to host it this year.

Statistics for the first three (3) quarters of 2018 are out (January 1 – September 30, 2018). New library card applications are up by 6.5% due to the Discover Ocean County Library Education Initiative. Visits to the library are down a little, but the collection circulation is holding steady. We have new products such as Kanopy, which is an online streaming service. Ocean County Library is leaving eLibraryNJ and will have its own OverDrive contract for 2019. This will increase online content that is available for our patrons. Customer wireless use is steadily rising.

The Asbury Park Press launched its full feature digital paper going back to 1905. We will no longer need to use microfilm to access this information, but the microfilm will still be retained.

Library Open Hours: Ms. Quinn stated that the Library is looking to increase more hours at some branches starting in 2019. Some branches have staff in the building but are not open to the public; those are being looked at to have the branches open during these time. The branches are: Beachwood, Island Heights, Tuckerton, Waretown, Plumsted, and Point Pleasant Beach. Ms. Quinn gave the example of a branch that is open on Fridays to the public from 1:00 p.m. to 5:00 p.m., but staff are in the building at 10:00 a.m. The branch hours would change to 10:00 a.m. to 5:00 p.m.

Mr. Mullins asked about Saturday hours. Some branches are only open from 10:00 a.m. to 1:00 p.m. Ms. Quinn will be looking into this. The Library now has information on when the busy hours are at each location and this will help to get circulation and library card application numbers up.

Ms. Siegler is working with statistics with other members of the library staff. Currently the library has about 75,000 active library card users. The average reader reads 31 books, which would cost each reader about \$531.00 just in print books. Ms. Quinn thanked Shannon Witte, Librarian 2, Technology on the great job that she did reporting the statistics.

Library Commission Committees: Ms. Quinn is working with the Personnel and Finance Committees, along with Ms. Woodman and Ms. Siegler on the budget and thanked them for their work.

Mr. Mullins stated that state health insurance is only being increased by about 1.25%. Taxes will not be raised in the upcoming year. Residents will be getting more services for the same amount of money.

Ms. Quinn added that the next step in the budget process is to meet with the Ocean County Administrator and County Comptroller, and then the budget should be ready for a vote at the December Commission Meeting. The Library will again be using a temporary budget to start 2019.

10. Communications

11. New Business

Resolutions

- A. Approving the submission of a preliminary 2019 Capital Budget request to the County of Ocean;
- B. Authorizing a resolution to donate obsolete electronic equipment no longer needed to the County of Ocean's recycling program;

Bid Awards / Change Orders / Contracts

- C. Authorizing a Subscription License Agreement with Innovated Interfaces Incorporated for Polaris Leap Web Application for \$18,360.00;

Approvals

- D. Approving an extension of borrowing privileges to Burlington County Library cardholders until January 31, 2019, pending renewal of the reciprocal borrowing agreement;
- E. Approving an extension of borrowing privileges to Monmouth County Library cardholders until January 31, 2019, pending renewal of the reciprocal borrowing agreement;

Donations

- F. Accepting a donation of a wrapped canvas piece of artwork from the Staff of the Jackson Branch in memory of staff member Alana Poloski for the Jackson Branch. Estimated value is \$214.00;
- G. Accepting a \$350.00 donation from The Friends of the Ocean County Library – Toms River for support of FanNation.

Approval of Items "A" through "G":

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

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

Passed unanimously

12. Old Business

13. Public Comment

14. Closed Session for the purpose of contractual negotiations.

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

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

Passed unanimously

Motion to return to Open Session:
Mrs. Scaturro
Second: Mr. Mullins

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

Passed unanimously

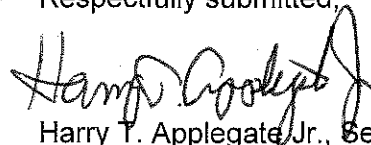
15. Move to adjourn: Mrs. Scaturro
Second: Mr. Mullins

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 4:44 p.m.

Respectfully submitted,



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