

OCEAN COUNTY LIBRARY COMMISSION  
MINUTES OF REGULAR MEETING  
Tuesday, December 11, 2018

Attendees:            Ocean County Library Commission  
Susan L. Hutler, Chair  
Heather Barone  
Christopher Mullins  
Bonnie R. Peterson

Absent:                Ruthanne Scaturro, Vice Chair  
Sal Baglio  
Henry J. Mancini

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  
Dave Evans, Technology Manager  
Jeri Gunther, Chief Librarian, Administration  
Rachael LaVoie-Dohn, Chief Librarian, Toms River  
Tim Mailley, Assistant Technology Manager  
Jennifer Woodman, Budget Officer  
Scott Brown, Librarian 2, Public Relations  
Judy Macaluso, Librarian 4, Branch Services  
Alexandra Majeski, Librarian 2, Plumsted Branch Manager  
Kelly-Ann Pennell, Librarian 4, Branch Services

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 Library 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, November 13, 2018 (Copy on file, Library Administration Office)

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

Roll Call: Ayes: Mr. Mullins, Mrs. Peterson, Mrs. Hutler

Abstain: Mrs. Barone

Passed unanimously

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

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

Roll Call: Ayes: Mrs. Barone, Mr. Mullins, Mrs. Peterson, Mrs. Hutler

Passed unanimously

6. Personnel Actions & three (3) Addenda (Copy on file, Library Administration Office)

Ms. Quinn noted that three (3) addenda are attached to the personnel actions; increasing the minimum wage effective January 1, 2019, to \$8.85 an hour; and raises for the Monitors, and winners of the Vogrin-Bell Scholarship.

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

Roll Call: Ayes: Mrs. Barone, Mr. Mullins, Mrs. Peterson, Mrs. Hutler

Passed unanimously

7. Approval of Bill Certificate List # 12 (Copy on file, Library Administration Office)

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

Roll Call: Ayes: Mrs. Barone, Mr. Mullins, Mrs. Peterson, Mrs. Hutler

Passed unanimously

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

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

Roll Call: Ayes: Mrs. Barone, Mr. Mullins, Mrs. Peterson, Mrs. Hutler

Passed unanimously

9. Director's Report

34<sup>th</sup> Annual Staff In-Service: Ms. Quinn thanked the Library Commission for their support and Mrs. Peterson for attending the Annual Staff In-Service on Friday, December 7. Also in attendance was Joseph Vicari the Library's Liaison to the Chosen Board of Freeholders. At the In-Service Colleen Gunther, Librarian 2, Toms River MakerSpace Librarian was chosen as the 2018 Librarian of the Year. Teresa Hess, Supervising Library Assistant, Toms River was chosen as the Support Person of the Year. Jeri Gunther, Chief Librarian, Administration was chosen for the 2018 Director's Award for Excellence. The Serving Adults with Special Challenges workgroup was chosen as the Most Valuable Team of the Year.

2019 Annual Budget: Ms. Quinn thanked the Library Commission Finance Committee for their work on the 2019 Annual Budget. Mr. Mancini couldn't attend the meeting but the budget has his support. Mrs. Hutler, Mr. Mancini, and Ms. Quinn presented the budget to the County Administrator. The dedicated tax for 2019 will be \$38,029,847.00. Item "G" is the Library's 2019 Pension Liability and will be \$2,013,075.00.

Mrs. Hutler thanked the Library Commission Finance Committee and stated that the County was pleased with the fair and conservative budget. Mr. Mullins added that with the same tax rate more services will be added.

Reciprocal Borrowing Agreements: Ms. Quinn stated that Monmouth County Library System will be renewing for another three (3) year term covering January 1, 2019, through December 31, 2021. Burlington County Library System has agreed to a two (2) year term covering January 1, 2019, through December 2020.

Award of Competitive Contract: Ms. Quinn noted Item "S" for Awarding a Competitive Contract to Bibliotheca, LLC for Self-Checkout Kiosks that will allow for credit card payments for fines and fees which the public has asked for and thanked the Award review committee of Sara Siegler, Assistant Director, Joe Cahill, Facilities Manager, David Evans, Technology

Manager, Tim Mailley, Assistant Technology Manager, and Jeri Gunther, Chief Librarian, Administration for their review of the contracts.

#### 10. Communications

#### 11. New Business

#### **Resolutions**

- A. Honoring Cindy Ciemnecki, Senior Library Assistant, Toms River Circulation, as she retires on January 1, 2019, after twenty (20) years of dedicated service to the Ocean County Library;
- B. Honoring Regina Petti, Principal Library Assistant, Island Heights, as she retires on January 1, 2019, after twenty (20) years of dedicated service to the Ocean County Library;
- C. Honoring Rose Rinaldi, Senior Library Assistant, Toms River Circulation, as she retires on January 1, 2019, after twenty (20) years of dedicated service to the Ocean County Library;
- D. Honoring Nancy Yurcisin, Graphic Artist 2, Printing & Graphics, as she retires on January 1, 2019, after sixteen (16) years of dedicated service to the Ocean County Library;
- E. Authorizing the 2019 Temporary Operating Budget;
- F. Approving the 2019 Annual Budget;
- G. Approving the Library's pension liability with the County of Ocean in the amount of \$2,013,075.00;
- H. Closing out the Reserve Account for encumbrances against the 2017 Budget in the amount of \$187,005.29 by a transfer from (209-290-0028) to the General Library Account (209-290-0029);
- I. Establishing the Reserve Account for encumbrances against the 2018 Budget in the amount of \$2,687,925.63 by a transfer from the General Library Account (209-290-0029) to the Reserve Account (209-290-0028);
- J. Resolutions for Transfers:
  - 1. Authorizing transfer of \$10,000.00 from the General Library Account (209-290-0029) to the Sick Pay at Retirement Account (209-290-0049);
  - 2. Authorizing transfer of \$76,000.00 from the Sick Pay at Retirement line item (209-290-0049) to the Salaries and Wages line item in the General Library Account (209-290-0029);
  - 3. Authorizing transfer of \$55,500.00 from the Technology line items in the General Library Account (209-290-0029) to the Automation Account (209-290-0030) for the purchase of self-checkout kiosks;
  - 4. Authorizing transfer of \$50,000.00 from the Equipment line item (209-290-0029) to the Building Improvement Fund (209-290-0045) to support the future purchase of a book sorter;
- K. Approving the establishment of petty cash funds for 2019 for Toms River (\$200.00), Lakewood (\$100.00), Brick, Jackson, Manchester and Stafford (\$75.00 each), and

Barnegat, Beachwood, Berkeley, Island Heights, Lacey, Little Egg Harbor, Long Beach Island, Plumsted, Point Pleasant Beach, Point Pleasant Borough, Tuckerton, Upper Shores and Waretown (\$50.00);

- L. Authorizing execution of a Reciprocal Borrowing Agreement with Monmouth County Library for a period of three (3) years, January 1, 2019, through December 31, 2021, at a cost of \$1.00 per net loan not to exceed \$10,000.00 annually;
- M. Authorizing execution of a Reciprocal Borrowing Agreement with Burlington County Library for a period of two (2) years, January 1, 2019, through December 21, 2020, at a cost of \$1.00 per net loan not to exceed \$10,000.00 annually;
- N. Approving soliciting formal public bids for a mobile application;
- O. Authorizing the Library to apply for a grant in the amount of \$3,500.00 from the Kearney Bank Foundation for the Lacey Branch for programming at the Branch for our special needs population;

#### **Bid Awards / Change Orders / Contracts**

- P. Approving the renewal of the Hoopla Services Agreement with Midwest Tape for a twelve (12) month period beginning on December 12, 2018, for an amount not to exceed \$170,000 to be applied to future purchases;
- Q. Authorizing an agreement with Zoobean for Beanstack Plus Service for subscription software service for a thirty-six (36) month period at an annual rate of \$7,995.00;
- R. Rejecting of two (2) Bids for Brick Branch Curtain Wall Roofing repairs for being over estimated budget;
- S. Awarding of Competitive Contract to Bibliotheca, LLC, Norcross, GA for forty (40) Self-Checkout Kiosks for all library locations;

#### **Approvals**

- T. Establishing Library Commission January Reorganization and Regular meeting dates for 2019;
- U. Approving the 2019 Ocean County Library Holiday schedule;
- V. Approving the Brick Branch, Jackson Branch, Manchester Branch, Stafford Branch, and Toms River Branch to have a collection bin during the month of February 2019 to collect toiletries to distribute to children at two (2) DCCP locations served by the Sparks B.F.F. Reading Club;
- W. Approving the Waretown Branch to have a collection bin in the Branch from Thursday, December 27, 2018, through Friday, January 18, 2019, to collect clothing that will be distributed for the program, "Community Threads" for Martin Luther King Jr. National Day of Service on Monday, January 21, 2019;
- X. Approving the updated Rules of Conduct Policy, Section A.5.1 of the General Policy Manual;
- Y. Approving the 2019 Library Fund Accounts, Line Item Categories and Cost Centers;
- Z. Approving the Toms River Branch to be open after hours on Saturday, April 27, 2019 from 5:00 p.m. to 10:00 p.m. for the 13<sup>th</sup> Annual Student Film Festival;

### Donations

- AA. Accepting a donation of a book cart from Virginia Schwing-Dziura for the Stafford Branch. Estimated value is \$300.00;
- BB. Accepting a donation of \$1,000.00 from the Friends of the Ocean County Library – Toms River to be used at the discretion of the Toms River Branch.

Approval of Items "A" through "BB":

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

Roll Call: Ayes: Mrs. Barone, Mr. Mullins, Mrs. Peterson, Mrs. Hutler

Passed unanimously

### 12. Old Business

2019 Branch hours: Ms. Quinn noted that at the November meeting a discussion was had about open hours at some of the smaller branches, looking to add additional hours. She consulted with Ms. Oakes, Ms. Pennell and Ms. Macaluso and the Plumsted Branch would also be open from 10-9 on Wednesday's to match Monday's. These new hours of operation will be effective Monday, January 21, 2019. (The schedule is attached).

Mrs. Hutler added that she has received requests about adding additional hours at some of the branches.

Motion to approve updated 2019 Branch Hours: Mr. Mullins  
Second: Mrs. Peterson

Roll Call: Ayes: Mrs. Barone, Mr. Mullins, Mrs. Peterson, Mrs. Hutler

Passed unanimously

### 13. Public Comment

### 14. Closed Session for the purpose of contractual negotiations.

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

Roll Call: Ayes: Mrs. Barone, Mr. Mullins, Mrs. Peterson, Mrs. Hutler

Passed unanimously

Motion to return to Open Session:

Mrs. Barone

Second: Mrs. Peterson

Roll Call: Ayes: Mrs. Barone, Mr. Mullins, Mrs. Peterson, Mrs. Hutler

Passed unanimously

15. Move to adjourn: Mrs. Peterson

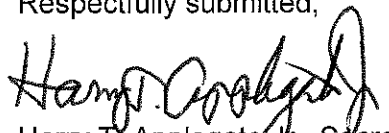
Second: Mrs. Barone

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 4:35 p.m.

Respectfully submitted,



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