

OCEAN COUNTY LIBRARY COMMISSION

Tuesday, February 19, 2019

AGENDA

1. Open Public Meetings Act
2. Pledge of Allegiance
3. Roll Call and Announcements
4. Approval of Minutes, Reorganization Meeting, January 15, 2019
5. Approval of Minutes, Regular Meeting, January 15, 2019
6. Approval of Financial Statement, January 2019
7. Personnel Actions
8. Action on Bill List #2
9. Ratification of Salary Expenditures
10. Director's Report
11. Communications
12. New Business

Resolutions

- A. Honoring Alvena Baeli, Library Page, Toms River Circulation, as she retires on March 1, 2019, after twenty (20) years of dedicated service to the Ocean County Library;
- B. Honoring Susan Busardo, Principal Library Assistant, Berkeley, as she retires on March 1, 2019, after twenty-eight (28) years of dedicated service to the Ocean County Library;
- C. Honoring David Curtis, Librarian 3, Technology as he retires on March 1, 2019, after thirty-one (31) years of dedicated service to the Ocean County Library;
- D. Honoring Irene Nakamura-Irwin, Senior Library Assistant, Waretown as she retires on March 1, 2019, after fourteen (14) years of dedicated service to the Ocean County Library;
- E. Honoring Richard Potter, Librarian 2, Lakewood, as he retires on March 1, 2019, after twenty-eight (28) years of dedicated service to the Ocean County Library;
- F. Authorizing execution of an agreement with the County of Ocean for full, equal member participation in the County's Self-insured and Excess Liability Programs to include \$16,321.00 for the Self-Insured General Liability Program, \$25,590.73 shall be paid and will be credited as one year premium payment towards the Excess General Liability Program; \$95.00 per vehicle and \$188.00 per vehicle for principal damage coverage, a per occurrence deductible of \$500.00 is applicable. An amount of \$863.00 shall be paid and shall be credited as a one year premium payment for Excess Automobile Liability Program;

\$42,440.90 for the Property Insurance Premium (building and contents) and an additional \$783.00 for the Fine Arts Floater. Excess Policy deductibles for these coverages are \$100,000.00 for most perils for the period of April 1, 2019 through March 31, 2020;

- G. Authorizing the Library to submit an application to the New Jersey State Library's annual Best Practices in Early Literacy Award for Cassie Runkel-Meyer, Librarian 2, Stafford Branch's *Ready, Set, Read* program. The award provides a \$1,000.00 honorarium, with the winning libraries to be honored at the State Librarian's Breakfast at the 2019 NJLA Conference;
- H. Authorizing the Rate Stabilization Fund line item at \$408,384 in the 2019 Annual Budget;
- I. Authorizing the Library to accept a grant in the amount of \$4,000.00 from the KearnyBank Foundation for the Lacey Branch for programming at the Branch;
- J. Authorizing the soliciting of public bids for Library Collection Services (debt collection);
- K. Authorizing the soliciting of public bids for steel library shelving at various branches;

Bid Awards / Change Orders / Contracts

- L. Authorizing the purchase of Communico Engage as the new mobile application for the Library under State Contract: 89851 from SHI International Corp for two (2) years at a total amount of \$48,719.00;
- M. Authorizing a new agreement with Verizon starting July 2019 through the New Jersey State Library's Jersey Connect program;
- N. Authorizing Award of Bid for Lawn Maintenance and Snow Removal Services for the period of April 1, 2019, through March 31, 2020, as follows:
 - Region II (Brick, Point Pleasant Beach, Point Pleasant Borough, Upper Shores) to Clean Cut Lawn Care at a yearly cost of \$16,125.00.

Approvals

- O. Ratifying the actions of administration approving the Library to form a collaborative partnership with the Girl Scouts of the Jersey Shore for the Girls Are Great, summer literacy program;
- P. Approving the Library Director and Chairperson of the Ocean County Library Commission to sign and submit the 2018 Public Library Data Service (PLDS) by the deadline of March 31, 2019;
- Q. Approving setting a suggested donation for 2019 National Library Week T-Shirts, both men's and women's between \$5.00 and \$10.00 for small, medium, large, and extra-large sizes, and between \$5.00 to \$15.00 for XXL and 3XL sizes;
- R. Approving setting a suggested donation for 2019 National Library Week "Hoodies", both men's and women's between \$15.00 and \$20.00 for small, medium, large, and extra-large sizes, and between \$20.00 and \$25.00 for XXL and 3XL sizes;
- S. Approving the Brick Branch to have a collection bin in the Branch from Wednesday, February 20, 2019, through Thursday, April 4, 2019, to collect supplies for the Jersey Shore Animal Shelter as part of an Eagle Scout community project;

- T. Approving the Jackson Branch to have a collection bin the Branch during the month of March 2019 to collect items needed for shelter animals for the Volunteer Auxiliary for Animal Shelters, Inc.;
- U. Approving the Stafford Branch and the Stafford Teen Advisory Board (TAB) to partner with the Hunger Foundation of Southern Ocean for an Earth Day teen volunteer program on Tuesday, April 23, 2019, and to hold the program offsite at the Manahawkin Lake Garden;
- V. Approving the Toms River Police Foundation's Jingle Bell Run 2019 event to use Mancini Hall the weekend of Saturday, November 30, 2019, after-hours until approximately 5:30 p.m. and Sunday, December 1, 2019, after-hours from 12:30 p.m. until approximately 5:30 p.m.;
- W. Approving the 2019 Ocean County Library after-hours events (various branches);
- X. Ratifying the actions of administration in approving the Ocean County Library Foundation's after-hour event on March 8, 2019 from 6:00 p.m. to 10:00 p.m. in Mancini Hall at the Toms River Branch with a donation of \$15.00 per ticket for the *History of Ireland through Music / I'll Never Walk Alone* concert featuring Colm Keegan former principal singer of Celtic Thunder. This program is sponsored in part through an OceanFirst Foundation Arts & Cultural Grant as part of the Neighbor's Connecting series of programs;
- Y. Approving an update to the Ocean County Library's Personnel Policy, *Section 4.1 Leaves with Pay Policy: Sick Leave* to comply with the State of New Jersey's Earned Sick Leave Law enacted on October 28, 2018;

Donations

- Z. Accepting the donation of Freeholder John C. Bartlett Jr.'s World War I book collection for the Ocean County Library Toms River Branch's Hugh B. Wheeler New Jersey History Room from Mrs. John C. Bartlett, Jr.;
- AA. Accepting a donation of \$500.00 from Anthony Horan for the Rose T. Horan Silent Reading Tower;
- BB. Accepting a donation of \$200.00 from Chung Hee Lee for the adult programming at the Stafford Branch;
- CC. Accepting a donation of \$200.00 from Emilie Gay to be used at the discretion of the Lakewood Branch;
- DD. Accepting a donation of \$600.00 from the Friends of the Island Library for the children's programming at the Long Beach Island Branch;
- EE. Accepting a donation of \$775.32 from the Friends of the Waretown Branch to be used at the discretion of the Waretown Branch;
- FF. Accepting evening gowns from Nicole's Boutique in Brick for the Ocean County Library's Prom Dress Drive, estimated whole sale cost is \$10,240.00.

- 13. Old Business
- 14. Public Comment
- 15. Closed Session for the purpose of contractual negotiations related to parking.
- 16. Adjourn