

OCEAN COUNTY LIBRARY COMMISSION
MINUTES OF REGULAR MEETING
Tuesday, January 15, 2019

Attendees: Ocean County Library Commission
Susan L. Hutler, Chair
Ruthanne Scaturro, Vice Chair
Sal Baglio
Heather Barone
Henry J. Mancini
Christopher Mullins
Bonnie R. Peterson

Other Attendees: John C. Sahradnik, Library Counsel
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
Barry DePaul, Assistant Facilities Manager
Rachael LaVoie-Dohn, Chief Librarian, Toms River
Tim Mailley, Assistant Technology Manager
Rita Oakes, Chief Librarian, Branch Services
Jennifer Woodman, Budget Officer
Victoria Chidume, Senior Library Assistant, Lakewood
Myah Gibson, Clerk 2, Human Resources
Colleen Gunther, Librarian 2, Toms River MakerSpace
Teresa Hess, Supervising Library Assistant, Toms River
Kate Sanchez, Librarian 4, Public Relations
Sherri Taliercio, Administrative Clerk, Administration

Presiding: Susan L. Hutler, Chair

Mrs. Hutler read the Open Public Meetings Act at 4:08 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 12, 2018, 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 14, 2018, advance written notice of this meeting was published in the *Asbury Park Press*;
 3. On December 14, 2018, advance written notice of this meeting was published in *The Press of Atlantic City*;
 4. On December 12, 2018, advance written notice of this meeting was filed with the Clerk of the County of Ocean;

5. On December 12, 2018, 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 12, 2018.

2. Roll Call and Announcements

Ms. Quinn announced that one of the Vogrin-Bell scholarship winners, Myah Gibson was in attendance at the meeting. She is currently finishing her degree. Mrs. Hutler stated that she and Ms. Quinn informed the winners last month, they were very surprised and appreciative.

3. Introduction of Staff Honorees

Ms. Quinn introduced the 2018 Librarian of Year Colleen Gunther, Librarian 2, Toms River MakerSpace Librarian; 2018 Support Staff Person of the Year Teresa Hess, Supervising Library Assistant, Toms River Circulation; and noted that the 2018 Director's Award for Excellence Jeri Gunther, Chief Librarian, Administration was unable to be in attendance at the meeting. The honorees were congratulated by the Library Commission on their achievement.

4. Approval of Minutes, Regular Meeting, December 11, 2018 (Copy on file, Library Administration Office)

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

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

Abstain: Mr. Baglio, Mr. Mancini, Mrs. Scaturro

Passed unanimously

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

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

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

Passed unanimously

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

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

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

Passed unanimously

7. Approval of Bill Certificate List # 13 and #1 (Copy on file, Library Administration Office)

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

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

Passed unanimously

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

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

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

Passed unanimously

9. Director's Report

Ms. Quinn noted Item "K" under New Business is a partnership for the community collection with the Ocean County Health Department Lakewood WIC (Women, Infants, and Children) office. It also makes people aware of the services of the Ocean County Library.

2019 Budget Update: No changes were made to the dedicated tax request or rate; Item "F" under New Business is for transfer of funds from the General Library Account to the Building Improvement Fund for the future purchase of a book sorter with the extra funds that were available at the end of 2018. She thanked Ms. Woodman, Ms. Siegler, and the Library Finance Committee for their work on the budget.

Education Initiative: Theresa Foster, Stafford Branch Manager and Courtney Nieddu, Librarian 2, Stafford have processed 473 library card applications during the month of December and will be gathering more in the future.

Human Resources Update: Ms. Quinn thanked Ms. Blackwell for her work on OCL University providing excellent training for the staff.

10. Communications

Ms. Quinn noted a letter that was received from the Waretown Friends regarding the additional hours that the Waretown Branch will be open starting on January 21, 2019. They are pleased with the additional hours and wanted to thank the Library Commission.

11. New Business

Resolutions

- A. Honoring Suzanne Maley, Librarian 3, Toms River Youth Services, as she retires on February 1, 2019, after twenty-seven (27) years of dedicated service to the Ocean County Library;
- B. Honoring Victoria Chidume, Senior Library Assistant, Lakewood, as she retires on February 1, 2019, after fourteen (14) years of dedicated service to the Ocean County Library;
- C. Authorizing the Library Buyer to purchase materials, supplies and equipment for the Ocean County Library through State Contracts and pursuant to the Local Public Contracts Law and all New Jersey State Laws; and authorize the Facilities Manager to purchase materials, supplies and equipment in the absence of the Library Buyer; and authorize the following Library titles (Library Director, Assistant Library Director, and Chief Librarian) to sign orders for the payment of goods and services relating to the Library;
- D. Authorizing the expenditure of the State Per Capita Aid account in the amount of \$251,838.00 for salaries in the 3rd pay period of 2019;
- E. Ratifying the actions of the Personnel Director in authorizing the Ocean County Library to participate in the vision care plan provided by the County of Ocean for County employees in 2019;
- F. Authorizing transfer of \$350,000.00 from the General Library Account (209-290-0029) to the Building Improvement Fund (209-290-0045) to support the future purchase of a book sorter;
- G. Authorizing soliciting formal public bids for Landscaping and Snow Removal Services for Region II (Brick, Point Pleasant Beach, Point Pleasant Boro, and Upper Shores) branches;

Bid Awards / Change Orders / Contracts

- H. Approving year two (2) of a two (2) year contract agreement with Preferred Behavioral Health Consulting Group, Inc. for Employee Assistance Program (EAP) beginning March 1, 2019, through February 29, 2020, at a cost of \$3.50 per employee per month at a total cost not to exceed \$24,360.00;

Approvals

- I. Approving the Library Director to submit the New Jersey State Library Annual Report with the permission of the Library Commission Chairperson by the March 15, 2019 deadline;

- J. Approving the Waretown Branch to hold the annual NJ Stages Festival offsite at the Frederic A. Priff School on Tuesday, March 26, 2019;
- K. Approving the provision of gently used children's books no longer needed by the library to the Ocean County Health Department (OCHD) for their new Maternal Support Room at their Lakewood location at 1771 Madison Avenue;
- L. Approving the Library to form a collaborative partnership with O.C.E.A.N., Inc. on their grant application which focuses on literacy;
- M. Approving the Library to support and partner with the Toms River Regional School District in the school's grant application to the National Endowment for the Arts (NEA) Big Read grant for 2019-2020;

Donations

- N. Accepting a donation of \$200.00 from the Hecht Family Foundation;
- O. Accepting a donation of \$5,000.00 from the Friends of the Brick Library for equipment and furniture/fixtures at the Brick Branch;
- P. Accepting a donation of \$2,000.00 from the Friends of the Point Pleasant Borough Library to be split \$700.00 for adult programs, \$650.00 for young adult programs, and \$650.00 for children's programs at the Point Pleasant Boro Branch.
- Q. Accepting a donation of \$200.00 from Lois Patterson on behalf of Ocean County Genealogical Society for Toms River Information Services to use at its discretion.

Approval of Items "A" through "Q":

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

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

Passed unanimously

12. Old Business

13. Public Comment

Mrs. Hutler thanked the Library Commission, Library Management, and Library Staff for their support during 2018 and she looks forward to another great year in 2019.

Ms. Quinn thanked Mrs. Hutler for her dedication to the Library and she looks forward to working with her for a third year in a row as Library Commission Chair.

Mr. Sahradnik thanked the Library Commission for their reappointment as Legal Counsel for 2019 and his company looks forward to working with the Library Commission for

another year, and stated that the Ocean County Library is the number one Library in the State.

Ms. Chidume was presented her retirement resolution from Mrs. Hutler and Ms. Quinn. Ms. Chidume was congratulated by the Library Commission on her retirement and they wished her well in her future endeavors.

Ms. Quinn stated that Ms. Maley was not able to receive her resolution in person today and it will be presented to her at another time. She stated that it was Ms. Maley that first hired her at Ocean County Library at the Lakewood Branch and that Ms. Maley is an excellent mentor.

14. Closed Session for the purpose of contractual negotiations and personnel matters.

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

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

Passed unanimously

Motion to return to Open Session:
Mr. Mancini
Second: Mrs. Barone

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

Passed unanimously

1) Motion to accept the 2019 Position Control Document as amended: (Copy on file, Library Personnel Office)

Mrs. Peterson
Second: Mrs. Barone

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

Passed unanimously

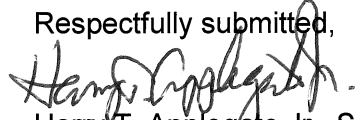
15. Move to adjourn: Mrs. Barone
Second: Mr. Mancini

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 5:15 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Harry T. Applegate Jr.", written in a cursive style.

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