

OCEAN COUNTY LIBRARY COMMISSION
MINUTES OF REGULAR MEETING
Tuesday, April 16, 2019

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

Absent: Susan L. Hutler, Chair
Christopher Mullins

Other Attendees: John C. Sahradnik, Library Counsel
Susan Quinn, Library Director
Sara Siegler, Assistant Library Director
Jennifer Doderer, Personnel Director
Joe Cahill, Facilities Manager
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
Kate Sanchez, Librarian 4, Public Relations
Sherri Taliercio, Administrative Clerk, Administration
Cheryl Smith, Principal Library Assistant, Tuckerton

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 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. Pledge of Allegiance

3. Roll Call and Announcements

A motion was made to move Item "A" in New Business to present Cheryl Smith with her retirement resolution: Mrs. Peterson

Second: Mr. Mancini

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

Ms. Smith was presented her retirement resolution by Library Commission Vice Chair Mrs. Scaturro and Library Director Ms. Quinn. Ms. Quinn stated that Ms. Dwyer was not able to attend and will receive her resolution at a later time.

4. Approval of Minutes, Regular Meeting, March 19, 2019 (Copy on file, Library Administration Office)

Due to a lack of quorum vote this item will be placed on the May 21, 2019, Library Commission Meeting agenda for approval.

5. Approval of Financial Statement, March, 2019 (Copy on file, Library Administration Office)

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

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

Passed unanimously

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

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

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

Passed unanimously

7. Approval of Bill Certificate List # 4 (Copy on file, Library Administration Office)

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

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

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,
 Mrs. Peterson, Mrs. Scaturro

Passed unanimously

9. Director's Report

LBI's 30th Anniversary: The Long Beach Island Branch will be celebrating its 30th Anniversary on Tuesday, May 7, 2019, at 10:00 a.m., and the Friends will be celebrating their 60th Anniversary.

3rd Annual Autism Resources Fair: The 3rd Annual Autism Resources Fair was on Sunday, April 7, 2019, at the Toms River Branch. Ms. Quinn thanked Wendi Smolowitz, Autism Resources Fair Committee Chair, the Committee members, the Cultural Awareness Committee along with Ms. LaVoie-Dohn, Mr. Evans, and Mr. Cahill and their teams for supporting the Fair. Ms. Quinn received many positive comments about the Fair. Freeholder Joseph H. Vicari attended and also presented the Library with a proclamation. The Fair was funded by the Ocean County Library Foundation. Shoprite donated snacks for participants. Christine Matus was the keynote speaker.

Annual Prom Dress Drive: The prom dress drive is currently on-going, and just finished in Toms River. This is a great service for teens and Ms. Quinn thanked all that have worked on this initiative.

Lisa Scottoline: The System Friends of the Library will be hosting best-selling author Lisa Scottoline on Saturday, November 16, 2019.

Auto Renewal: Auto Renewal will start the week of April 22nd.

Sparks' BFF Club: The Homebound and Volunteer Services Department has been working with the Division of Child Protection and Permanency (DCPP) formerly known as DYFS. They have collected over 2,700 items from five (5) branches for the Sparks' Reading Best Friends Forever (BFF) initiative.

Ms. Quinn received a paper flower from a mother that her child made at the Library and gave it to her to show how meaningful the library is to the community.

10. Communications

11. New Business

Resolutions

- A. Honoring Cheryl Smith, Principal Library Assistant, Tuckerton as she retires on May 1, 2019, after over twenty-six (26) years of dedicated service to the Ocean County Library;
- B. Honoring Eileen Dwyer, Senior Library Assistant, Brick as she retires on May 1, 2019, after over fourteen (14) years of dedicated service to the Ocean County Library;
- C. Amending the Resolution on transferring funds from the Library Future Fund Account to use the correct Account number of 290-290-0216;
- D. Authorizing the Library to accept a grant from the New Jersey State Library's annual Best Practices in Early Literacy Award for Cassie Runkel-Mechler's, *Ready, Set, Read* program that provides a \$1,000.00 honorarium;

Bid Awards / Change Orders / Contracts

Approvals

- E. Approving the General Policy Manual A. 26 *Ocean County Library Policy on the Use of Photography, Videotape and other Recordings for Library Publicity*;
- F. Approving Update to the General Policy Manual A.6. *Fines and Fees Schedule*;
- G. Approving the Beachwood Branch to open at 9:00 a.m. before normal library hours for the Friends of the Library book sale on Saturday, May 4, 2019;
- H. Approving the 35th Annual Staff In-Service on Friday, December 13, 2019;
- I. Approving a delayed opening of the Library System at 1:00 p.m. on Friday, December 13, 2019, for the 35th Annual Staff In-Services;

Donations

- J. Accepting a donation of \$709.05 from the Toms River Schools Board of Education for the Big Read;
- K. Accepting a donation of \$1,600.00 from The Tuckerton Library Association to use at the discretion of the Tuckerton Branch;
- L. Accepting prom gowns from Dress Me Up Boutique in Forked River for the Ocean County Library's Prom Dress Drive, estimated wholesale cost is \$4,500.00.

Approval of Items "B" through "L":

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

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

Passed unanimously

12. Old Business

13. Public Comment

Mr. Baglio referenced a reader letter to the Editor of The SandPaper that was published in the April 10, 2019, edition titled, "Difficult Crossing". The article mentions that it is difficult to cross Route 9 at the Stafford Branch. Mr. Cahill will look into the referenced article.

14. Closed Session: No Closed Session needed.

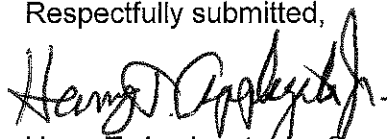
15. Move to adjourn: Mr. Mancini
Second: Mrs. Peterson

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 4:14 p.m.

Respectfully submitted,



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