

**OCEAN COUNTY LIBRARY COMMISSION
MINUTES OF REGULAR MEETING
Tuesday, May 21, 2019**

- Attendees: Ocean County Library Commission
Susan L. Hutler, Chair
Sal Baglio
Heather Barone
Henry J. Mancini
- Absent: Ruthanne Scaturro, Vice Chair
Christopher Mullins
Bonnie R. Peterson
- Other Attendees: Edward Feurey, Library Counsel
Susan Quinn, Library Director
Sara Siegler, Assistant Library Director
Jennifer Doderer, Personnel Director
Barry DePaul, Assistant Facilities Manager
Dave Evans, Technology Manager
Jeri Gunther, Chief Librarian, Administration
Rachael LaVoie-Dohn, Chief Librarian, Toms River
Rita Oakes, Chief Librarian, Branch Services
Jennifer Woodman, Budget Officer
Kate Sanchez, Librarian 4, Public Relations
Sherri Taliercio, Administrative Clerk, Administration
Jamie Dunn, 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 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
- 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 June 18, 2019, Library Commission Meeting agenda for approval.

- 5. Approval of Minutes, Regular Meeting, April 16, 2019 (Copy on file, Library Administration Office)

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

Roll Call: Ayes: Mr. Baglio, Mrs. Barone, Mr. Mancini
Abstain: Mrs. Hutler

Passed unanimously

- 6. Approval of Financial Statement, April, 2019 (Copy on file, Library Administration Office)

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

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

Passed unanimously

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

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

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

Passed unanimously

- 8. Approval of Bill Certificate List # 5 (Copy on file, Library Administration Office)

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

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

Passed unanimously

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

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

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

Passed unanimously

10. Director's Report

Ms. Quinn noted item "B" under new business, "Educator Cards" and explained that this new policy was requested by teachers. Teachers will be able to use this card to check out items for the classroom without using their own personal card. These cards will not have a check out limit of 30. This is part of the Education Initiative and was put together by Jeri Gunther, Theresa Foster, Jamie Dunn, Kate Sanchez, and Christi Adellizzi.

NJ State Library Aid: The New Jersey State Library is requesting \$6.71 million to restore the Per Capita State Aid in the NJ Fiscal Year 2020 Budget, to the statutory funding level of \$10.386 million. If the funding was at the statutory level we would have received \$755,514.00 in Per Capita State Aid, instead Ocean County Library received \$251,838.00. This bill has gotten bi-partisan support and was co-sponsored by Assemblyman Ronald Dancer in the Assembly. Other items are reviewing the shared services agreement, some of those funds go to delivery of Inter-Library Loans (ILL), technology, and New Jersey Connect.

11. Communications

12. New Business

Resolutions

Bid Awards / Change Orders / Contracts

- A. Approving Award of Bid for Debt Collection Services to Unique Management Services, Inc. for a one (1) year period, with a second year renewable option for a per submission fee of \$8.95;

Approvals

- B. Approving Update to the General Policy Manual A.5.5 *Educator Cards*;
- C. Approving the Jackson Branch to have a collection bin in the Branch during the month of June 2019 to collect gently used/new footwear as part of a Girl Scout Gold Award project;
- D. Approving the Stafford Branch to partner with the Hunger Foundation of Southern Ocean (HFOSO) for *Read & Weed Story times* on Saturday's at 10:00 a.m. from July 9, 2019, through August 27, 2019, at the Stafford Community Garden at Manahawkin Lake;

- E. Approving the Friends of the Library – Toms River to host a Vendor and Craft Fair as a fundraiser event on Saturday, September 28, 2019, from 10:00 a.m. to 4:00 p.m. at the Toms River Branch. Vendor tables will be sold for \$25.00, and the Friends will host a refreshment sale;
- F. Approving the Toms River Police Foundation's change in date for the Jingle Bell Run 2019 event to use Mancini Hall the weekend of Saturday, December 7, 2019, after-hours until approximately 5:30 p.m. and Sunday, December 8, 2019, after-hours from 12:30 p.m. until approximately 5:30 p.m.;
- G. Rescinding the Point Pleasant Beach Library's request for a special after-hours event on June 8 from 5:00 p.m. to 8:00 p.m. to celebrate the 125th Anniversary of the library at the request of the Point Pleasant Beach Library Association since this event will now be held on Thursday, June 6, 2019, during regular branch hours;
- H. Ratifying the actions of administration approving the Lakewood Branch to form a collaborative partnership with the Visiting Nurse Association of Central Jersey for the United Way of Monmouth and Ocean Counties School Readiness grant application.

Donations

Approval of Items "A" through "H":

Motion to approve: Mrs. Barone

Second: Mr. Mancini

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

Passed unanimously

13. Old Business

14. Public Comment

15. Closed Session for the purpose of Legal Counsel review of contract negotiations related to parking.

Motion to approve: Mr. Mancini

Second: Mrs. Barone

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

Passed unanimously

Motion to return to Open Session:

Mr. Mancini

Second: Mrs. Barone

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

Passed unanimously

1) Motion to approve the parking contract with the Toms River Parking Authority with modifications to the insurance and extensions:

Second: Mrs. Barone
Mr. Mancini

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

Passed unanimously

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

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 4:16 p.m.

Respectfully submitted,



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

