

OCEAN COUNTY LIBRARY COMMISSION
MINUTES OF REGULAR MEETING
Tuesday, June 18, 2019

- Attendees: Ocean County Library Commission
Susan L. Hutler, Chair
Ruthanne Scaturro, Vice Chair
Sal Baglio
Christopher Mullins
- Absent: Henry J. Mancini
Bonnie R. Peterson
- Other Attendees: Edward Feurey, Library Counsel
Susan Quinn, Library Director
Sara Siegler, Assistant Library Director
Jennifer Doderer, Personnel Director
Michael Erickson, Assistant Facilities Manager
Dave Evans, Technology Manager
Jeri Gunther, Chief Librarian, Administration
Rachael LaVoie-Dohn, Chief Librarian, Toms River
Jennifer Woodman, Budget Officer
Jamie Dunn, Librarian 2, Public Relations
Judy Macaluso, Librarian 4, Branch Services
Kelly-Ann Pennell, Librarian 4, Branch Services
Kate Sanchez, Librarian 4, Public Relations
June Schneider, Librarian 3, Upper Shores Branch Manager
Sherri Taliercio, Administrative Clerk, Administration
- 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

Ms. Quinn stated that Carol Brand was unable to attend the meeting and her resolution will be presented to her at another time.

A motion was made to move Item "B" in New Business to present June Schneider with her retirement resolution: Mrs. Scaturro
Second: Mr. Mullins

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

Passed unanimously

Ms. Quinn read Ms. Schneider's retirement resolution and it was presented to her by Library Commission Chair Mrs. Hutler and Library Director Ms. Quinn.

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

Due to the lack of a quorum vote this item will be placed on the July 16, 2019, Library Commission Meeting agenda for approval.

5. Approval of Minutes, Regular Meeting, May 21, 2019 (Copy on file, Library Administration Office)

Due to the lack of a quorum vote this item will be placed on the July 16, 2019, Library Commission Meeting agenda for approval.

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

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

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

Passed unanimously

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

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

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

Passed unanimously

8. Approval of Bill Certificate List # 6 (Copy on file, Library Administration Office)

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

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

Passed unanimously

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

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

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

Passed unanimously

10. Director's Report

Ms. Quinn updated the Library Commission on the following items:

Point Pleasant Beach Branch's 125th Anniversary: Ms. Quinn thanked Library Commission Vice Chair Ruthanne Scaturro for attending the 125th Anniversary of the "Little Red Library", also known as the Point Pleasant Beach Branch on June 6. The celebration was sponsored by the Point Pleasant Library Association with assistance from the Friends of the Point Beach Branch. Branch Manager Matt Willbergh and staff did an outstanding job. Ms. Macaluso was also in attendance. A certificate signed by Library Liaison Freeholder Joseph H Vicari, on behalf of the Ocean County Board of Chosen Freeholders was presented.

Plumsted Branch's 20th Anniversary: Ms. Quinn thanked Library Commission Chair Susan Hutler for attending the 20th Anniversary of the Plumsted Branch on June 15. Assemblyman Ronald Dancer, Mayor Jack Trotta, and Mrs. Hutler provided opening remarks and a certificate signed by Library Liaison Freeholder Joseph H Vicari, on behalf of the Ocean County Board of Chosen Freeholders was presented. Branch Manager Lexi Majeski, Principal Library Assistant Carla Hendrickson, and the entire Plumsted staff did a wonderful job. Rita Oakes, Chief Librarian, Branch Services was also in attendance.

Museum Pass Program: Item "D" under new business is approving an update to our General Policy Manual under Materials and Resources. This will enable Ocean County Library to launch a Museum Pass Program for library patrons. This has been one of the most requested services from our library patrons over the years. To use the passes patrons will need an Ocean County Library Card in good standing, and they may reserve a digital museum pass online (via digital reservation software) up to 45 days in advance, up to three times per month. The museum passes will count as part of our circulation statistics. There are no late fees associated with museum passes since they are digital. Museums were selected based on input from library patrons and staff and include: Tuckerton Seaport; John F. Peto Museum; Grounds for Sculpture; Imagine That; Morven Museum & Gardens;

Academy of Natural Sciences of Drexel; Mutter Museum of the College of Physicians of Philadelphia; National Museum of American Jewish History; and the Frick Collection. Ms. Quinn thanked Ms. Gunther, Ms. Sanchez, and Ms. Dunn who were integral in putting this pass program together.

Lynda.com is an online adult learning software that has had a change in ownership and is now part of LinkedIn. LinkedIn is unable to meet the needs of a public library regarding library patron privacy and confidentiality so we are discontinuing offering this resource. The American Library Association is aware of libraries' concerns with Linda.com since the purchase by LinkedIn.

Electrical Pole Work at the Waretown Branch: On June 26, and June 27, the Waretown Branch will be closed due to JCP&L doing work on an electrical pole outside of the branch. We are working on diverting our holds to other nearby branches so that library patrons may pick up their books and materials there during the brief shut down. The nearest branches are Lacey and Barnegat.

Toms River Pride Event: The Toms River Branch was invited to have an outreach table at the Pride event in downtown Toms River on Saturday, June 22. The branch is pleased to participate in this event just as we participate in all of the other downtown Toms River special events and celebrations. We will be signing people up for library cards and providing information about the books and programs available at the library.

Berkeley Branch Outreach: The Berkeley Branch is participating in several outreach events on Saturdays at Island Beach State Park and Manitou Park this summer.

Electronic Payments & Self-Check out Kiosks: Ms. Quinn announced that the Library now accepts payment of late fines and fees by credit card online through the library's website.

Our new Self-Check kiosks have arrived and are being installed at the Toms River, Manchester, and Lakewood branches and will be operational shortly. Library patrons can check books in or out at the kiosk and may pay their late fines and fees by credit card or cash at the kiosks. She thanked Ms. Siegler, Ms. Woodman, Ms. Gunther, Mr. Evans, Mr. Erickson, and Ms. Sanchez along with their teams for the hard work they put in on this project.

The Lakewood Branch partnered with the Visiting Nurses Association School Readiness Program January through May and over 80 families were connected to healthcare and library services.

The most popular program at the Berkeley Branch this past May was the Lacey and Toms River branches' 4H Clubs presentation "Crazy about Chickens" in which the young members told a capacity crowd about what to expect when raising chickens.

Ocean County Library's System Teen Services Annual Prom Dress Giveaway was a great success with over 463 dress and 31 tuxedos given to teens in need. Teen Services also partnered with the Ocean County Ombudsman Office, Ocean County College, and DART Prevention Coalition during the prom dress drive to provide teens with information about county services; college scholarships, and preventing substance abuse.

Ocean County Library System Adult Services partnered with Ocean County Mental Health Awareness Committee on May 1, for the annual “Celebrating Wellness” event in Mancini Hall at the Toms River Branch. The Fair featured 22 local agencies and organizations, including Congressman Andy Kim’s Toms River Office for Constituent Services and Freeholder Gary Quinn presented a proclamation recognizing Mental Health Awareness Month to a capacity crowd.

Ruth King, Author of Mindful of Race – Transforming Racism from the Inside Out spoke on May 8, in Mancini Hall at the Toms River Branch about this timely and urgent topic. This program was made possible in part by an OceanFirst Foundation Arts Cultural Grant, and with the sponsorship of the Ocean County Library Foundation and the Friends of the Ocean County Library – Toms River, this Neighbors Connecting program fully engaged 80 people as they absorbed Ms. King’s compassionate, provocative, and practical teachings on the complexity of racial conditioning and racial oppression. Many people came away with new ways of viewing these complex issues and Ms. King’s wish to plant seeds of racial healing in our communities. Ms. Quinn thanked Adult Services Coordinator, Gigi Hayes who was instrumental in bringing Ms. King to the Library.

Letters of Recognition that were received:

Glynis Wray, Toms River Branch Outreach Librarian received a letter from Ocean County Prosecutor Bradley Billhimer personally thanking her for participating in the “Opportunity Rocks” event on June 1, and hopes that she and the library will return next year.

We received a letter from Dr. Richard Trimble, Director, Military History Institute at Ocean County College thanking Cali Heudepohl, Library Assistant, Toms River Branch for assisting Toms River Township Historian J. Mark Mutter on a D-Day lecture for the Ocean County College Military History Institute.

The Ocean County Planning Director Anthony Agliata received a letter from Maria T. Maio-Messano, Newark Field Office Director of the U.S. Department of Housing and Urban Development (HUD) thanking Ocean County for hosting in cooperation with the Office of Environment and Energy, the Departments annual three (3) day, 24 CFR Part 58 environmental training from April 30 to May 2, 2019, that was held in Mancini Hall. They specifically praised Judy Clayton, Principal Library Assistant, Toms River Branch for her assistance with coordinating the event with the County of Ocean and HUD Environmental Specialists and look forward to collaborating with Ocean County again. Ms. Quinn also thanked Ms. LaVoie-Dohn, Ms. Hayes, and Ms. Clayton.

Ms. Quinn thanked Mrs. Hutler and Ms. Siegler for attending the NJ State Librarian’s award breakfast at NJLA on Friday, May 31, 2019. At the breakfast, Cassie Runkle-Mechler was selected for one of the Best Practices in Early Literacy Awards for 2019 for her *Ready, Set, Read* Program. This also came with an award of \$1,000.00.

Teresa Fox-Cavalier was the 2019 recipient of an NJLA Amy Job Partnership Award. This award is given annual in recognition of a unique cooperative relationship between public library and a school library. Ms. Fox-Cavalier was nominated by Sade Green, Teen Services Librarian, Manchester Branch. This was for her partnership with the Lakehurst Elementary School.

11. Communications

Ms. Quinn read Mrs. Barone's resignation letter from the Library Commission that was received on June 11.

12. New Business

Resolutions

- A. Honoring Carol Brand, Library Page, Little Egg Harbor Circulation as she retires on July 1, 2019, after nineteen (19) years of dedicated service to the Ocean County Library;
- B. Honoring June Schneider, Librarian 3, Upper Shores Branch Manager as she retires on July 1, 2019, after twenty-eight (28) years of dedicated service to the Ocean County Library;
- C. Authorizing the execution of the agreement with the Toms River Parking Authority to provide free parking on Saturday's in the municipal parking deck for library patrons at a cost of \$10,000.00 for the period of February 1, 2019, to January 31, 2020;

Bid Awards / Change Orders / Contracts

Approvals

- D. Approving Update to the General Policy Manual, *A.15 Materials and Resources (adding in Museum Passes)*;
- E. Ratifying the actions of administration in approving the Berkeley Branch to attend the Conservation Celebration at the Island Beach State Park on Saturday, June 15, 2019;
- F. Approving the Berkeley Branch to conduct outreach on Thursdays at the Island Beach State Park on select dates in June, July, and August 2019;
- G. Approving the Berkeley Branch to attend the Family Unity Day at Manitou Park on Saturday, August 10, 2019;

Donations

- H. Accepting a \$1,716.14 donation from the Friends of the Manchester Library to purchase a wall art hanging system;
- I. Accepting a \$10,000.00 donation from the Friends of the Ocean County Library – Toms River for the purchase of Children's Department furniture, Young Adult Department furniture, and displays for the Toms River Branch;
- J. Accepting a \$200.00 donation from the Toms River Police Foundation to be used at the discretion of the Library.

Approval of Items "A" and "C" through "J":

Motion to approve: Mrs. Scaturro

Second: Mr. Baglio

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

Passed unanimously

13. Old Business

14. Public Comment

15. Closed Session: No Closed Session.

16. Move to adjourn: Mr. Mullins
Second: Mrs. Scaturro

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 4:21 p.m.

Respectfully submitted,



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