

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

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

Other Attendees: Edward Feurey, Library Counsel
Susan Quinn, 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
Tim Mailley, Assistant Technology Manager
Rita Oakes, Chief Librarian, Branch Services
Jennifer Woodman, Budget Officer
Jerry Conaty, Holman, Frenia, Allison, P.C.
Kathy Galya, Librarian 2, Toms River Information Services
Kate Sanchez, Librarian 4, 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

Ms. Quinn Announced that longtime library employee Nancy Beeden had passed away. She retired from the Ocean County Library in 2018. Her family has requested donations in her memory be made to the Cancer Society or the Ocean County Library.

A motion was made to move Item "A" in New Business to present Kathleen Galya with her retirement resolution: Mr. Mancini
Second: Mrs. Scaturro

Roll Call: All members answered Aye

Passed unanimously

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

Ms. Lew was unable to attend the meeting and her resolution will be presented to her at another time.

4. Presentation by Holman, Frenia, Allison, P.C.: 2018 Audit

Mr. Conaty spoke about the draft 2018 audit that has been delayed while waiting on information from the State of New Jersey. The reports that he was waiting on were received by him yesterday and the audit should be ready for the Library Commission at the August meeting. The Library is in compliance and no modifications are needed. He stated the timing difference of the Library receiving added and omitted taxes causes the Liabilities and Fund Balance to fluctuate.

Mrs. Hutler stated that she saw an article in the newspaper that flood insurance could go up by 18 to 25% and could affect tax revenue in the future.

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

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

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

Abstain: Mr. Baglio, Mrs. Scaturro

Passed unanimously

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

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

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

Abstain: Mr. Mullins, Mrs. Peterson, Mrs. Scaturro

Passed unanimously

7. Approval of Minutes, Regular Meeting, June 18, 2019 (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

Abstain: Mr. Mancini, Mrs. Peterson

Passed unanimously

8. Approval of Financial Statement, June, 2019 (Copy on file, Library Administration Office)

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

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

Passed unanimously

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

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

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

Passed unanimously

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

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

Roll Call: Ayes: Mr. Baglio, Mr. Mancini, Mr. Mullins, Mrs. Peterson,
 Mrs. Scaturro, Mrs. Hutler (Abstains from Susan Hutler)

Passed unanimously

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

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

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

Passed unanimously

12. Director's Report

Ms. Quinn stated that the book bike that the Library won last year at the American Library Association Conference has arrived and is in the Administration area on display. The bike will be going to the Point Pleasant Beach Branch.

Self-Checkout Kiosks: During the first two days (June 24 & 25) of the new kiosks in the Toms River Branch, the Branch had 3,431 checkouts and 48% of those were done on the four self-checkout machines throughout the Branch. The Lakewood, Manchester, and Brick branches have the kiosks operational, and the Jackson Branch kiosks have been installed today. The rest of the Library System will also be receiving kiosks soon.

2019 Mid-Year Report: Library card sign-ups are up by 5% over last year, and circulation is up 7%. This is due to better selections and more promotion of materials; the expansion of branch hours equating to an extra 37 hours a week; and auto renewal that started in April 2019. Since the start of auto renewal circulation was up 18% in May and 19% in June compared to last year.

We have a slight decrease in eLibraryNJ because we are no longer part of the consortium and have our own service site. The use of WiFi increased, and the use of hard wired computers decreased, at all locations except for the Lakewood Branch.

13. Communications

14. New Business

Resolutions

- A. Honoring Kathleen Galya, Librarian 2, Toms River Information Services as she retires on August 1, 2019, after thirty-five (35) years of dedicated service to the Ocean County Library;
- B. Honoring Kathleen Lew, Senior Library Assistant, Plumsted as she retires on August 1, 2019, after ten (10) years of dedicated service to the Ocean County Library;
- C. Authorizing the Library Director, or her designee, to prepare and advertise for Request for Qualifications for Various Exempt Services (books, audio, video, magazines, downloadable, etc.) in accordance with N.J.S.A. 19:44A-20 et.;

Bid Awards / Change Orders / Contracts

- D. Approving Award of Bid for Interior Design Services to Holzman Moss Bottino Architecture and Clarke Caton Hintz for a one (1) year period from September 2, 2019, through September 1, 2020;
- E. Authorizing an Intergovernmental Agreement with the Ocean County Board of Chosen Freeholders, Ocean County Human Services Department to provide funding up to \$500.00 to support the Ocean County Library's Human Trafficking series of programs for 2019;

Approvals

- F. Approving the Jackson Branch to have a collection bin in the Branch during the month of August 2019 to collect school supplies for the Boys and Girls Club at the request of the Mocha Moms;
- G. Approving the Long Beach Island Branch to have a collection bin in the Branch from July 17, 2019, through December 3, 2019, to collect new socks for the Long Beach Island Kiwanis Club;
- H. Approving the Long Beach Island Branch to have a collection bin in the Branch during the month of September 2019 to collect items for the Adopt a Shelter Dog Month to benefit the Southern Ocean County Animal Shelter;
- I. Approving the use of the Long Beach Island Branch as a mustering location for the Ethel Jacobsen School during the 2019-2020 school year in the event of an emergency during normal Branch hours;
- J. Approving the Tuckerton Branch to have a collection bin in the Branch from July 17, 2019, through September 3, 2019, to collect gently used shoes for The Greater Tuckerton Food Pantry;

Donations

- K. Accepting a \$300.00 anonymous donation for the Long Beach Island Branch;

- L. Accepting a \$1,000.00 donation from the Stokes Family for the Long Beach Island Branch for Children's programs;
- M. Accepting a \$200.00 donation from Ocean Acres Civic Association to be used at the discretion of the Stafford Branch.

Approval of Items "B" through "M":

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

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

Passed unanimously

15. Old Business

16. Public Comment

Mrs. Hutler stated that she is doing her yearly rounds of visiting all of the branches and reading centers. She recently visited Upper Shores and the Branch was busy and she is proud of the great work that the staff is doing.

17. Closed Session: No Closed Session.

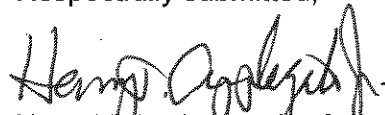
18 Move to adjourn: Mr. Mullins
Second: Mr. Mancini

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 4:22 p.m.

Respectfully submitted,



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