

OCEAN COUNTY LIBRARY COMMISSION
MINUTES OF REGULAR MEETING
Tuesday, August 27, 2019
Rescheduled from August 20, 2019

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

Absent: Christopher J. Mullins

Other Attendees: Edward Feurey, Library Counsel
Susan Quinn, Library Director
Jennifer Doderer, Personnel Director
Barry DePaul, Assistant Facilities Manager
Mike 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
Kate Sanchez, Librarian 4, Public Relations
Kelly Nichols, 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 August 22, 2019, 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 August 24, 2019, advance written notice of this meeting was published in the *Asbury Park Press*;
 3. On August 24, 2019, advance written notice of this meeting was published in *The Press of Atlantic City*;
 4. On August 22, 2019, advance written notice of this meeting was filed with the Clerk of the County of Ocean;
 5. On August 22, 2019, 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 August 22, 2019.
2. Pledge of Allegiance

3. Roll Call and Announcements

Ms. Quinn announced the sad news that former Library employee Scott Rodas passed away on August 24. Mr. Rodas retired from the Ocean County Library after 30 years of dedicated service as Special Events Coordinator.

The Ocean County Advisory Commission on the Status of Women is honoring Mrs. Peterson as their 2019 Women's Advocate of the Year on September 21, at 8:00 a.m. at the Clarion Hotel & Conference Center.

4. Approval of Minutes, Regular Meeting, July 16, 2019 (Copy on file, Library Administration Office)

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

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

Passed unanimously

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

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

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

Passed unanimously

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

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

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

Passed unanimously

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

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

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

Passed unanimously

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

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

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

Passed unanimously

9. Director's Report

Ms. Quinn reported that the self-service check out kiosks are now at every branch and are operational. The Toms River MakerSpace has been moved to the old computer lab and the public is enjoying the extra space.

Point Pleasant Beach Branch Manager Matt Willbergh has been doing outreach with the library's new book mobile bike.

September is library card sign up month and Hispanic Heritage Month starts on September 15.

September Programs include the Water/Ways exhibit at the Toms River Branch that will be on display until September 29, with supporting programs throughout the system and is located in the atrium. Water/Ways is part of the Museum on Main Street, a collaboration between the Smithsonian Institution Travelling Exhibition Service, the New Jersey Council for the Humanities, and the Ocean County Library.

Alice Hoffman, New York Times bestselling author of more than 30 works of fiction, will be the 2019 James J. Mancini program featured author on Saturday, September 14, at 6:00 p.m. at the Toms River Branch. Hoffman's latest book is titled, "The World That We Knew" will be released on September 24. The book takes place in Berlin, Germany in 1941 where Hanni Kohn decides to send her 12-year old daughter away to save her from the Nazi regime. This program is sponsored in part by the Ocean County Library Foundation.

The Library welcomes retired Fire Department of New York Lieutenant Joe Torrillo who will present his program, "Buried Alive with the Will to Survive" in Mancini Hall at the Toms River Branch at 6:30 p.m. on Thursday, September 12. Lieutenant Torrillo was buried in the collapse of the World Trade Center and shares his inspiring story of how to manage fear in the most challenging circumstances. This program is sponsored in full by the Ocean County Library Foundation.

Ms. Quinn introduced Kelly Nichols to the Library Commission, who will be serving as Assistant Library Director Sara Siegler's assistant, and back-up to the Library Director's Office.

10. Communications

11. New Business

Resolutions

- A. Authorizing a resolution to donate obsolete electronic equipment no longer needed to the County of Ocean's recycling program;
- B. Authorizing the acceptance of an additional \$500.00 in grant funding bringing the amount to \$3,000.00 from the New Jersey Council for the Humanities and the Smithsonian Institution for the Water / Ways portable exhibition in the Toms River Branch from August 19, 2019, through September 28, 2019;

Bid Awards / Change Orders / Contracts

- C. Approving Award of Bid for Janitorial Services second year renewal option for the period of September 1, 2019, through August 31, 2020, with a second year renewable option, to the following, as reviewed by the Ocean County Library's Purchasing Department:
 - Region I (B, PX, P, UP) – BBC Cleaning, yearly cost = \$57,000.00
 - Region II (BKY, BD, LA, WA, BGT) – Triple Star Cleaning, yearly cost = \$40,080.00
 - Region III (STF, LBI, TU, LEH) – One and Done Cleaners, yearly cost = \$35,337.60
 - Region IV (MA, PL, LAK, JA, WH) – ACB Services, yearly cost \$122,580.00
 - Region V (TR) – ACB Services, yearly cost, \$102,534.00

Approvals

- D. Accepting the 2018 Audit from Holman, Frenia, Allison, P.C.;
- E. Approving the updated donation form in the Ocean County Library's General Policy Manual, Section A.15;
- F. Approving the Brick Branch to attend the Brick town event, Halloween Spooktacular and Trunk or Treat at the Drum Point Sports Complex in Brick on Friday, October 26, 2019, from 6:30 p.m. to 8:30 p.m. with a rain date of Friday, November 1, 2019;
- G. Approving the Little Egg Harbor Branch to participate in the annual "Paint the Town Pink" event during the month of October 2019 with decorations to be placed in and around the Branch;
- H. Approving the Manchester Branch to use the right hand side of the Branch's parking lot for their Touch-a Truck event on Saturday, September 7, 2019, from 10:00 a.m. to 12:00 p.m. with a rain date of Saturday, September 14, 2019;
- I. Approving the Point Pleasant Beach Branch to be open after hours on Thursday, October 24, 2019, from 5:00 p.m. to 9:00 p.m. for a fundraiser by the Point Pleasant Beach Library Association;
- J. Approving the Toms River Branch to participate in the TR United "Around the World in Toms River Cultural and Heritage Festival" on Sunday, September 2, 2019;
- K. Approving the Friends of the Upper Shores Library to replace the arbor in the Friends Garden in front of the branch. Estimated value is \$400.00;

- L. Ratifying the actions of administration approving an Institutional Library Card for the ARC of Ocean County – Journeys & Discovery in Brick, NJ;

Donations

- M. Accepting a \$200.00 donation from the Hecht Family Foundation for the Library;
 N. Accepting a gift basket donated by Kathy Dimario for the Sparks BFF Reading Club, estimated value is \$25.00.

Approval of Items "A" through "N":

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

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

Passed unanimously

12. Old Business

13. Public Comment

Ms. Gunther acknowledged Ms. Quinn for having been the Ocean County Library Director for the past 10 years.

Ms. Quinn stated that it has been a wonderful honor and privilege to serve the Community, the Library Commission, and the Staff of Ocean County Library.

14. Closed Session to consider the following matters: a collective bargaining agreement or the terms or provisions of same and; pending or anticipated litigation or contract negotiation.

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

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

Passed unanimously

Motion to return to Open Session:

Mrs. Peterson

Second: Mr. Mancini

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

Passed unanimously

15 Move to adjourn: Mrs. Peterson

Second: Mr. Baglio

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 4:49 p.m.

Respectfully submitted,



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