

OCEAN COUNTY LIBRARY COMMISSION  
MINUTES OF REGULAR MEETING  
Tuesday, October 15, 2019

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

Absent:                Susan L. Hutler, Chair

Other Attendees:    Edward Feurey, Library Counsel  
Susan Quinn, Library Director  
Sara Siegler, Assistant Library Director  
Jennifer Doderer, Personnel Director  
Deborah Blackwell, Training Coordinator  
Barry DePaul, Assistant Facilities Manager  
Michael Erickson, Assistant Facilities Manager  
Dave Evans, Technology Manager  
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  
Nancy Gardner, 1<sup>st</sup> Vice President, Toms River Friends  
Marie Goione, Berkeley Friends President  
Judy Macaluso, Librarian 4, Branch Services  
Kelly Nichols, Administrative Clerk, Administration

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. Swearing in of Commissioner Timothy McDonald

The Library Commission welcomed Mr. McDonald to the Library Commission.

Legal Counsel Edward Feurey swore in Timothy McDonald as Library Commissioner with the term to expire on December 31, 2023.

4. Roll Call and Announcements

Ms. Quinn announced that October 20 – 26, 2019, is National Friends of the Library Week, and some of the Friends are in attendance. A motion was made to move Item “A” in New Business to present the Friends of the Library with a resolution in honor of National Friends of the Library Week:

Mr. Mancini  
Second: Mr. Baglio

Roll Call: All members answered Aye

Passed unanimously

5. Approval of Minutes, Rescheduled Regular Meeting, September 24, 2019 (Copy on file, Library Administration Office)

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

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

Abstain: Mr. Mancini, Mr. McDonald

Passed unanimously

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

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

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

Passed unanimously

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

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

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

Passed unanimously

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

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

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

Passed unanimously

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

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

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

Passed unanimously

## 10. Director's Report

Ms. Quinn reported that the 2019 Summer Reading program was a success with almost 76,000 books read.

The Ocean County Library Foundation will be having their 4<sup>th</sup> Annual Mini-Golf in the Library fundraising event at the Toms River Branch on March 6, and 7, 2020. These are listed as Items "H" through "J" in New Business on the agenda.

Macmillan publishing will be having an embargo that will go into effect on November 1, 2019. They will not be releasing new eBooks to libraries for about two (2) months. Libraries would be able to purchase one (1) copy of the eBook when released regardless of the size of the library system. Ocean County Library will not be participating in this and will wait until the end of the embargo period. The American Library Association (ALA) is strongly opposed to this and have a petition on their website that currently has well over 100,000 signatures. The Public Relations Department will let customers know about this change.

The Little Egg Harbor Branch had an issue with one of the Atlantic City Electric transformers when a wire came down and surged causing the Branch's electrical system to be overloaded. The Branch currently has no power and it is estimated to take a month to fix. Mr. Evans was able to catch the incident on the Branch camera and the information will be going to County Risk Management.

Ms. Quinn sent the Library Commission a working draft 2020-2025 Facilities Plan, and would like to submit it to the County after working on it with the Library Commission Facilities Sub-Committee.

Mr. Mancini stated that it is was a great working document and a few changes need to be made.

Mr. Baglio recommended adding it as Item "R" in New Business on the agenda as follows: "Approving the submission of the 2020-2025 Ocean County Library Facilities Plan to the County of Ocean as authorized by the Library Commission Facilities Committee and to be adopted by the Library Commission at the next scheduled meeting". All members were in agreement.

## 11. Communications

## 12. New Business

### **Resolutions**

- A. Honoring October 20 – 26, 2019, as Friends of the Library Week;
- B. Honoring Virginia Berkman, Principal Library Assistant, Bay Head Reading Center as she retires on November 1, 2019, after over Thirty (30) years of dedicated service to the Ocean County Library;
- C. Authorizing execution of a 2020 Intergovernmental Service Agreement with the County of Ocean for Vehicle Maintenance and Repair at a cost not to exceed \$110,000.00;
- D. Authorizing a resolution to solicit formal proposals for a new Employee Assistance Plan (EAP);
- E. Authorizing the execution of the Self-Insured Workers' Compensation Agreement for 2020 with the County of Ocean in the amount of \$324,393.00;

### **Bid Awards / Change Orders / Contracts**

### **Approvals**

- F. Approving holding Staff Development Day on Friday, May 8, 2020;
- G. Approving closing the Library System to the Public on Friday, May 8, 2020, for Staff Development Day;

- H. Approving the closing of the Toms River Branch at 3:00 p.m. on Friday, March 6, 2020, to set-up for the Ocean County Library Foundation's 4<sup>th</sup> Annual Miniature Golf Fundraising Event;
- I. Approving the Toms River Branch to be open after hours on Friday, March 6, 2020, from 5:00 p.m. to 11:30 p.m. for the Ocean County Library Foundation's 4<sup>th</sup> Annual Miniature Golf Fundraising Event and to charge a fee for tickets;
- J. Approving the Ocean County Library Foundation to collect a nominal fee for tickets for a family miniature golf event at the Toms River Branch on Saturday, March 7, 2020;
- K. Approving the Beachwood Friends of the Library to enter the Beachwood Branch at 9:00 a.m. before normal library hours on Friday, November 15, 2019, to set-up for their Friends fundraiser;
- L. Approving the Berkeley Friends of the Library to have Psychic Night fundraiser at the Berkeley Branch on Thursday, October 24, 2019;
- M. Approving the Library to partner with various local charitable and community based organizations to collect items to benefit Ocean County residents in need from November 1, 2019 through January 31, 2020;
- N. Approving Update to the General Policy Manual, *A.5.1 Rules of Conduct*;
- O. Approving an addition to the General Policy Manual, *A.5.1.1. Policy on Suspension or Limitation of Library Privileges for Violation of the Library's Rules of Conduct: Banning Procedures*;

### Donations

- P. Accepting a donation of \$500.00 from Vicki & Fred Boehme and the Hecht Family Foundation for the Library;
- Q. Accepting thirty (30) prom gowns from Dress Me Up Boutique in Forked River for the Ocean County Library's Prom Dress Drive, estimated wholesale cost is \$3,000.00.

The following item was added to the agenda during the meeting:

- R. Approving the submission of the 2020-2025 Ocean County Library Facilities Plan to the County of Ocean as authorized by the Library Commission Facilities Committee and to be adopted by the Library Commission at the next scheduled meeting.

Approval of Items "B" through "R":

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

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

Passed unanimously

13. Old Business

14. Public Comment

15. Closed Session: No Closed Session.

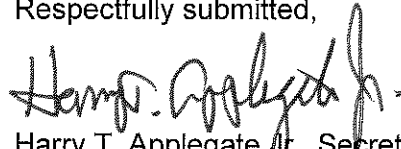
16 Move to adjourn: Mr. Baglio  
Second: Mr. Mancini

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