

OCEAN COUNTY LIBRARY COMMISSION
MINUTES OF REGULAR MEETING
Tuesday, November 19, 2019

Attendees: Ocean County Library Commission
Susan L. Hutler, Chair
Ruthanne Scaturro, Vice Chair
Timothy McDonald
Bonnie R. Peterson

Absent: Sal Baglio
Henry J. Mancini
Christopher J. Mullins

Other Attendees: Edward Feurey, Library Counsel
Susan Quinn, Library Director
Sara Siegler, Assistant Library Director
Jennifer Doderer, Personnel Director
Deborah Blackwell, Training Coordinator
Joe Cahill, Facilities Manager
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
Judy Macaluso, Librarian 4, Branch Services
Kate Sanchez, Librarian 4, Public Relations
Molly Friedman, Clerk 2, Training Department
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 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 the annual staff in-service will be held on Friday, December 13, 2019, at the Holiday Inn of Manahawkin.

- 4. Approval of Minutes, Regular Meeting, October 15, 2019 (Copy on file, Library Administration Office)

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

Roll Call: Ayes: Mr. McDonald, Mrs. Peterson, Mrs. Scaturro

Abstain: Mrs. Hutler

Passed unanimously

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

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

Roll Call: Ayes: Mr. McDonald, Mrs. Peterson, Mrs. Scaturro, Mrs. Hutler

Passed unanimously

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

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

Roll Call: Ayes: Mr. McDonald, Mrs. Peterson, Mrs. Scaturro, Mrs. Hutler

Passed unanimously

7. Approval of Bill Certificate List # 11 (Copy on file, Library Administration Office)

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

Roll Call: Ayes: Mr. McDonald, 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. McDonald, Mrs. Peterson, Mrs. Scaturro, Mrs. Hutler

Passed unanimously

9. Director's Report

Ms. Quinn reported that the Friends of the Library Author event with Lisa Scottoline on Saturday, November 16, 2019, was very successful, she thanked Mrs. Scaturro for attending. Mrs. Scaturro stated that Ms. Macaluso and the Friends of the Library did a great job on the event.

The Little Egg Harbor Branch will not be open until the second or third week in January due to serious damage to the building. Mrs. Scaturro asked that the acting Friends President be informed of this news.

The HVAC system at the Stafford Branch will need repairs that could cost a few thousand dollars.

Ms. Quinn noted that the Little Egg Harbor Branch staff are currently serving in other branches throughout the system. Little Egg Harbor Branch holds are being filled by the Stafford Branch. Ms. Quinn thanked the Tuckerton Branch staff for taking on many of the previously scheduled programs that were to happen at the Little Egg Harbor Branch including Family Place. She also thanked Ms. Oakes, Ms. Macaluso, and Ms. Kelly-Ann Pennell.

The 2020 Ocean County Library Budget is currently in review with the Library Commission Finance Sub-committee.

The 2020-2025 Ocean County Library Facilities Plan is currently being worked on with the Library Commission Facilities Sub-committee and is in draft form. Ms. Quinn asked that if any of the Library Commissioners have comments on the draft to please let her know.

10. Communications

11. New Business

Resolutions

- A. Authorizing the Library to participate in a Cooperative Pricing System commencing on November 19, 2019, through the County of Ocean with Bergen County "Bergen Bids";
- B. Authorizing the Library to participate in a Cooperative Pricing System commencing on November 19, 2019, with the Hunterdon County Educational Services Commission;
- C. Approving the use of the Civil Service title Senior Library Assistant, Bilingual in English and Spanish;

Bid Awards / Change Orders / Contracts

- D. Authorizing an Award of Contract to Highland Resource Group, Marlton, NJ to provide Electrical Engineering Services that are required to the Little Egg Harbor Branch due to an electrical malfunction of Atlantic City Electric power lines servicing the Branch that occurred on October 14, 2019, per N.J.S.A. 40:11-6 that permits award of contract without competitive bidding as an "Emergency Service";
- E. Authorizing Award of Bid for Steel Library Shelving for the Ocean County Library System to Library Interiors, Brick, NJ for a total cost of \$99,953.00;
- F. Authorizing Award of Bid for Construction, Renovations, and Alterations to the Point Pleasant Boro, Manchester, and Lakewood branches to Gavan General Contracting, Lakewood, NJ as follows: Lakewood Library Restroom Renovations including Alternate #1 (New Lighting Fixtures), Alternate #2 (New Toilet Partitions), Alternate #3 (New Toilet Fixtures) totaling \$83,434.70 and Point Pleasant Boro and Manchester Libraries Minor Interior Renovations totaling \$25,000.00 for a total project cost of \$108,434.70;
- G. Authorizing a contract with Univest Capital, c/o Municipal Capital Finance, Allentown, PA under New Jersey State Contract #A51464 for a forty-eight (48) month lease for three (3) copier machines at a monthly cost of \$753.22 totaling \$36,154.56;

Approvals

- H. Ratifying the actions of administration approving the Plumsted Branch TAB (Teen Advisory Board) to collect food items from November 1, 2019, through November 20, 2019 and donate to the Helping Hands Food Pantry;
- I. Approving the Lacey Branch to have a collection bin in the Branch during the month of January 2020 to collect supplies for "First Night" bags that will be donated to the Jersey Cares Organization in honor of the Martin Luther King, Jr. Day of Service;

Donations

- J. Accepting a \$200.00 donation from Eileen C. Bryant for the Point Pleasant Beach Branch to use at its discretion.

Approval of Items "A" through "J":

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

Roll Call: Ayes: Mr. McDonald, Mrs. Peterson, Mrs. Scaturro, Mrs. Hutler

Passed unanimously

12. Old Business

13. Public Comment

14. Closed Session for the purposes of collective bargaining and strategies related to protecting public safety.

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

Roll Call: Ayes: Mr. McDonald, Mrs. Peterson, Mrs. Scaturro, Mrs. Hutler

Passed unanimously

Motion to return to Open Session:
 Mr. McDonald
 Second: Mrs. Scaturro

Roll Call: Ayes: Mr. McDonald, Mrs. Peterson, Mrs. Scaturro, Mrs. Hutler

Passed unanimously

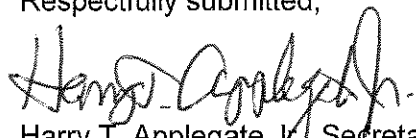
15 Move to adjourn: Mr. McDonald
 Second: Mrs. Scaturro

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 4:50 p.m.

Respectfully submitted,



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