

# OCEAN COUNTY LIBRARY COMMISSION

Tuesday, January 21, 2020

## AGENDA

1. Open Public Meetings Act
2. Roll Call and Announcements
3. Introduction of
  - A. 2019 Librarian of the Year Mary Jean “Jeannie” Collacott, Librarian 4, Young Adult Services Coordinator;
  - B. 2019 Support Staff Person of the Year, Bonnie Mullane, Administrative Clerk, Facilities;
  - C. 2019 Director’s Award for Excellence Linda Stoddard, Senior Library Assistant, Collections.
4. Approval of Minutes, Regular Meeting, December 17, 2019
5. Approval of Financial Statement, December 2019
6. Personnel Actions
7. Action on Bill List #13 and #1
8. Ratification of Salary Expenditures
9. Director’s Report
10. Communications
11. New Business

### **Resolutions**

- A. Honoring Judith Durkin, Senior Library Assistant, Upper Shores, as she retired on January 1, 2020, after fourteen (14) years of dedicated service to the Ocean County Library;
- B. Honoring Alexandra Zubritzky, Graphic Artist 3, Printing & Graphics, as she retires on February 1, 2020, after thirty (30) years of dedicated service to the Ocean County Library;
- C. Authorizing the Library Buyer to purchase materials, supplies and equipment for the Ocean County Library through State Contracts and pursuant to the Local Public Contracts Law and all New Jersey State Laws; and authorize the Facilities Manager to purchase materials, supplies and equipment in the absence of the Library Buyer; and authorize the following Library titles (Library Director; Assistant Library Director, and Chief Librarian) to sign orders for the payment of goods and services relating to the Library;

- D. Authorizing the expenditure of the State Per Capita Aid account in the amount of \$252,106.00 for salaries in the 3rd pay period of 2020;
- E. Ratifying the actions of the Personnel Director in authorizing the Ocean County Library to participate in the vision care plan provided by the County of Ocean for County employees in 2020;
- F. Authorizing a resolution for the solicitation of public bids for landscaping and snow removal services for various library locations;

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

- G. Approving a two (2) year contract agreement with Preferred Behavioral Health Consulting Group, Inc. for Employee Assistance Program (EAP) beginning March 1, 2020, through February 28, 2022, at a first year (March 1, 2020 through February 28, 2021) cost of \$3.50 per employee per month at a total cost not to exceed \$22,680.00;
- H. Authorizing the award of contract for the provision of print and electronic books, materials and resources under Various Exempt Services in accordance with N.J.S.A. 19:44A-20.4 et. Seq. as described in the bid for Request for Qualifications;

#### **Approvals**

- I. Approving the Library Director to submit the New Jersey State Library Annual Report with the permission of the Library Commission Chairperson by the March 15, 2020 deadline;
- J. Approving the 2020-2025 Facilities Plan;
- K. Approving the Island Heights Branch to have Mary Judge's *Peto's Palette* program off-site at the John F. Peto Museum and to film the program on Saturday January 25, 2020. Permission slips for those attending will be obtained in advance;
- L. Approving the Library to support and partner with the Toms River Regional School District in the school's grant application to the National Endowment for the Arts (NEA) Big Read grant for 2020-2021;
- M. Approving the request of the Ocean County Women's Commission to place collection bins in various branches to collect new clothes during the month of April 2020 in support for victims of sexual assault and to raise awareness for Sexual Assault Awareness Month;

#### **Donations**

- N. Accepting a donation of \$225.00 from Ann Castagnola for the Bay Head Reading Center in memory of Betsy Pearce to use at its discretion;
- O. Accepting a donation of \$6,000.00 from the Friends of the Brick Library to be split between \$3,000.00 for Adult programs, \$2,000.00 for Juvenile programs, and \$1,000.00 for Young Adult programs at the Brick Branch;
- P. Accepting a total donation of \$1,092.68 from the Friends of the Jackson Library to be split between \$656.40 for Adult programs, \$221.88 for Young Adult programs, and \$214.40 for Juvenile programs at the Jackson Branch;

- Q. Accepting 148 prom gowns from Nicole's Boutique in Brick, NJ for the Ocean County Library's Prom Dress, estimated wholesale cost is \$30,000.00;
- R. Accepting a donation of \$200.00 from the Ocean County Genealogical Society for the collections in the Wheeler Room.

12. Old Business

13. Public Comment

14. Closed Session for the purpose of personnel matters.

15. Adjourn