

OCEAN COUNTY LIBRARY COMMISSION

Tuesday, December 15, 2020

AGENDA

1. Open Public Meetings Act
2. Pledge of Allegiance
3. Roll Call and Announcements
4. Approval of Minutes, Regular Meeting, November 17, 2020
5. Approval of Financial Statement, November, 2020
6. Personnel Actions
7. Action on Bill List # 12
8. Ratification of Salary Expenditures
9. Director's Report
 - 2021 Budget
10. Communications
11. New Business

Resolutions

- A. Honoring Sal Baglio, Library Commissioner, as he retires from the Ocean County Library Commission on December 31, 2020, after over nine years (9) of dedicated service to the Ocean County Library having served as Library Commission Chair from 2014 – 2016, and bestow a lifetime Ocean County Library Card;
- B. Honoring Charles Gottlieb, Supervising Library Assistant, Collections as he retires on January 1, 2021, after forty (40) years of dedicated service to the Ocean County Library;
- C. Honoring Linda Harvey, Senior Library Assistant, Brick as she retires on January 1, 2021, after thirty-three (33) years of dedicated service to the Ocean County Library;
- D. Authorizing the annual renewal of the agreement with the Toms River Parking Authority to provide free parking on Saturdays in the municipal parking deck for library patrons at a cost of \$10,000.00 for the period of February 1, 2021, through January 31, 2022;
- E. Authorizing the 2021 Temporary Operating Budget;
- F. Approving the Library's pension liability with the County of Ocean in the amount of \$2,185,382.00;

- G. Closing out the Reserve Account for encumbrances against the 2019 Budget in the amount of \$641,003.00 by a transfer from (209-290-0028) to the General Library Account (209-290-0029);
- H. Establishing the Reserve Account for encumbrances against the 2020 Budget in the amount of \$4,966,728.00 by a transfer from the General Library Account (209-290-0029) to the Reserve Account (209-290-0028);
- I. Resolutions for Transfers:
 - 1. Authorizing transfer of \$15,000.00 from the General Library Account (209-290-0029) to the Sick Pay at Retirement Account (209-290-0049);
 - 2. Authorizing transfer of \$42,250.00 from the Sick Pay at Retirement Account (209-290-0049) to the Salaries and Wages line item in the General Library Account (209-290-0029);
 - 3. Authorizing transfer of \$100,000.00 from the Technology line item in the General Library Account (209-290-0029) to the Automation Account (209-290-0030) to support future projects;
 - 4. Authorizing transfer of \$350,000.00 from the Salary and Wages line item in the General Library Account (209-290-0029) to the Automation Account (209-290-0030) after funding the RFID project;
 - 5. Authorizing transfer of \$175,000.00 from the Maintenance, Building and Grounds line item in the General Library Account (209-290-0029) to the Building Improvement Fund (209-290-0045) to support future Capital projects and future purchases of equipment related to COVID-19;
 - 6. Authorizing transfer of \$16,533.42 from the Library Grant Account (209-290-0140) to the Library General Account (209-290-0029) to reimburse the Technology Line Item for the purchase of nineteen (19) laptops in accordance with the 2020 Census Grant;
- J. Approving the establishment of petty cash funds for 2021 for Toms River (\$200.00), Lakewood (\$100.00), Brick, Jackson, Manchester and Stafford (\$75.00 each), and Barnegat, Beachwood, Berkeley, Island Heights, Lacey, Little Egg Harbor, Long Beach Island, Plumsted, Point Pleasant Beach, Point Pleasant Borough, Tuckerton, Upper Shores and Waretown (\$50.00);

Bid Awards / Change Orders / Contracts

- K. Approving the renewal of the Hoopla Services Agreement with Midwest Tape for a twelve (12) month period beginning on December 16, 2020, for an amount not to exceed \$370,000.00 to be applied to future purchases;

Approvals

- L. Approving the rescheduling of the 36th Annual Staff In-Service from an in-person session on Friday, December 4, 2020, to an all-virtual session on Friday, January 22, 2021;
- M. Approving a delayed opening of the Library System at 12:00 p.m. on Friday, January 22, 2021;

- N. Approving an extension of borrowing privileges to Burlington County Library cardholders until January 31, 2021, pending renewal of the reciprocal borrowing agreement;
- O. Approving the 2021 Library Fund Accounts, Line Item Categories and Cost Centers;
- P. 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 2021-2022;
- Q. Approving an update to the General Policy Manual, *Section A.6 Fines and Fees Schedule*;
- R. Approving an update to the General Policy Manual, *Section A.22 Ocean County Library Tablet/Laptop/WiFi Hotspot Lending Policy*;
- S. Rescinding re-opening the Toms River, Lakewood, and Stafford branches on Sunday's from 1:00 p.m. to 5:00 p.m. effective January 10, 2021, that was approved at the October 20, 2020, Library Commission Meeting;
- T. Effective Sunday, March 21, 2021 – Sunday, May 23, 2021, the Toms River, Lakewood and Stafford branches will be open Sunday's from 1:00 p.m. to 5:00 p.m.;

Donations

- U. Accepting a donation of \$200.00 from Cathy Bordeman in Memory of Donna Markley for the Barnegat Branch to use at its discretion;
- V. Accepting a donation of \$1,200.00 from The Friends of the Jackson Branch to be split \$400.00 to support Adult Take and Make, \$300.00 to support Youth Services weekly Take and Makes, and \$500.00 to support Young Adult STEAM Take and Makes.

12. Old Business

Contracts

- A. Authorizing a Purchase Order to SHI International Corp. (New Jersey Cooperative Purchasing Alliance, contract #CK04) to purchase Radio Frequency Identification (RFID) tag system for the Library collection materials in an amount of \$355,670.00.

13. Public Comment

- 14. Closed Session to review an agreement related to the Library Café at the Toms River Branch, review the Island Heights lease agreement, and review of the library organization chart for potential change.

15. Adjourn