

OCEAN COUNTY LIBRARY COMMISSION
 MINUTES OF REGULAR MEETING
 Tuesday, January 21, 2020

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

Absent: Bonnie R. Peterson

Other Attendees: John C. Sahradnik, Library Counsel
 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
 David 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
 Jeannie Collacott, Librarian 4, Young Adult Services Coordinator
 Collen Gunther, Librarian 2, Toms River
 Gigi Hayes, Librarian 4, Adult Services Coordinator
 Judy Macaluso, Librarian 4, Branch Services
 Bonnie Mullane, Administrative Clerk, Facilities
 Kelly Nichols, Administrative Clerk, Administration
 Kelly-Ann Pennell, Librarian 4, Branch Services
 Phil Rosenow, Buyer, Facilities
 Linda Stoddard, Senior Library Assistant, Collections
 Sherri Taliercio, Librarian 1, Public Relations
 Alex Zubritzky, Graphic Artist 3, Printing & Graphics

Presiding: Ruthanne Scaturro, Chair

Mrs. Scaturro read the Open Public Meetings Act at 4:06 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 18, 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 December 20, 2019, advance written notice of this meeting was published in the *Asbury Park Press*;
3. On December 20, 2019, advance written notice of this meeting was published in *The Press of Atlantic City*;
4. On December 18, 2019, advance written notice of this meeting was filed with the Clerk of the County of Ocean;
5. On December 18, 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 December 18, 2019.

2. Roll Call and Announcements

3. Introduction of Staff Honorees

Mrs. Scaturro introduced the 2019 Librarian of Year Mary Jean “Jeannie” Collacott, Librarian 4, Young Adult Services Coordinator; 2019 Support Staff Person of the Year Bonnie Mullane, Administrative Clerk, Facilities; and the 2019 Director’s Award for Excellence Linda Stoddard, Senior Library Assistant, Collections. The honorees were congratulated by the Library Commission on their achievement.

A motion was made to move Item “B” in New Business to present Alexandra Zubritzky with her retirement resolution: Mr. Baglio

Second: Mr. Mullins

Roll Call: All members answered Aye

Passed unanimously

Ms. Zubritzky was presented her retirement resolution by Library Commission Chair Mrs. Scaturro and Library Director Ms. Quinn.

4. Approval of Minutes, Regular Meeting, December 17, 2019 (Copy on file, Library Administration Office)

Motion to approve: Mr. Baglio

Second: Mr. Mullins

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

Abstain: Mrs. Scaturro

Passed unanimously

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

Motion to approve: Mr. Mullins

Second: Mr. Baglio

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

Passed unanimously

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

Motion to approve: Mr. Baglio

Second: Mrs. Hutler

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

Passed unanimously

7. Approval of Bill Certificate List # 13 and #1 (Copy on file, Library Administration Office)

Motion to approve: Mr. Mancini

Second: Mr. Baglio

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

Passed unanimously

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

Motion to approve: Mr. Mullins

Second: Mr. Baglio

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

Passed unanimously

9. Director's Report

Ms. Quinn reported that at the January 15, 2020, Ocean County Board of Chosen Freeholders the Freeholders approved the Library's dedicated tax for 2020. She thanked the Freeholders for their strong support.

Item "N" was added to the agenda today, this is for approval of the 2020 after-hours events. This is done every year after the Freeholders approve the dedicated tax.

The Ocean County Library's 2020-2025 Facilities Plan is on the agenda to be approved. Ms. Quinn thanked Ms. Zubritzky and the Printing & Graphics staff for creating the brochure. She also thanked the Library Commission Facilities Committee. Mr. Baglio stated that the Facilities Plan will help let the County know where we are regarding Facilities and will help with the NJ Construction Bond Act application. Mr. Mancini thanked everyone that worked on the plan, Mr. Mullins also thanked those that worked and stated that it was a good solid plan. Mrs. Hutler stated that as past Chair she appreciated all the hard work by the Facilities Committee and the staff. Mrs. Scaturro and Mr. McDonald congratulated all that worked on the plan.

On January 6, 2020, the application for the NJ Construction Bond Act was released. Applications are due by April 6, 2020. Management is currently working on the application, she thanked Ms. Woodman, Ms. Siegler, and Mr. Joe Cahill for putting together a timeline.

Ms. Quinn was pleased to announce that the Little Egg Harbor Branch reopened on January 20, 2020, Commission Chair Mrs. Hutler and Library Freeholder Liaison Joseph Vicari were in attendance. She commended the staff on doing an amazing job getting the Branch reopened as it received serious damage. The lighting was upgraded to LED lights that will save money and energy.

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;
- N. Approving the 2020 Ocean County Library after-hours events (various branches);

Donations

- O. 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;
- P. 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;
- Q. 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;

- R. 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;
- S. Accepting a donation of \$200.00 from the Ocean County Genealogical Society for the collections in the Wheeler Room.

Approval of Items "A" and "C" through "S":

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

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

Passed unanimously

12. Old Business

13. Public Comment

Ms. Quinn stated that Rice notifications were sent out regarding some closed session items. Ms. Oakes and Mr. Rosenow requested that items pertaining to them be discussed during the open public meeting.

Item 1. 2020 Organizational Chart. Ms. Quinn stated that the population in Ocean County has been growing. Currently twenty (20) locations report up the chain to Ms. Oakes. We are looking at new system services and want to adjust the span of control to spread the population served among the three (3) Chief Librarians. The 2018 population estimate (excluding Beach Haven) is 599,483 residents. The projected estimate (excluding Beach Haven) for 2020 is 601,474. The 2030 projection (excluding Beach Haven) is 654,152. With these projections we are looking to spread the population served among the Chief Librarians, expanding control and looking at adjusting who staff reports up to.

Item 2. New Business Manager Position: Ms. Quinn stated that currently Mr. Rosenow reports to the Facilities Manager Mr. Cahill. A new change to the organizational chart would have Mr. Rosenow reporting to the Business Manager position, with the Business Manager reporting to Mr. Cahill. The Finance Department would report to Ms. Quinn. Currently the Finance Department reports to Ms. Siegler.

Mr. Mullins asked if the Library had a job description for the Business Manager position, Ms. Quinn stated that they did.

Ms. Quinn asked if Ms. Oakes or Mr. Rosenow had any question and they declined comment.

14. Closed Session for the purpose of personnel matters.

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

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

Passed unanimously

Mr. Baglio left during the closed session.

Motion to return to Open Session:
 Mr. Mancini
 Second: Mr. Mullins

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

Passed unanimously

1) Motion to Approve the Public Services section of the Updated Organizational Chart and leaving the Operations section the same for now:

Mr. Mancini
 Second: Mr. Mullins

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

Passed unanimously

2) Motion to Approve the FTE Position Control Document as amended taking out the Business Manager position for now (on file in the Personnel Office):

Mr. Mancini
 Second: Mr. Mullins

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

Passed unanimously

15 Move to adjourn: Mr. Mullins
Second: Mrs. Hutler

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 5:06 p.m.

Respectfully submitted,

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