

OCEAN COUNTY LIBRARY COMMISSION  
 MINUTES OF REGULAR MEETING  
 Tuesday, March 17, 2020

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

Absent:                Timothy McDonald

Other Attendees:    Edward Feurey, Library Counsel  
 Susan Quinn, Library Director

Presiding:            Ruthanne Scaturro, 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 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;
  6. On March 16, 2020, written notice of the meeting stating that it would be live streamed on the Ocean County Library website was posted to the Ocean County Library website;
  7. On March 18, 2020, written notice of this meeting stating that it would be live streamed on the Ocean County Library website was published in the *Asbury Park Press*;
  8. On March 18, 2020, written notice of this meeting stating that it would be live streamed on the Ocean County Library website was published in *The Press of Atlantic City*.
  
2. Pledge of Allegiance

3. Roll Call and Announcements

Mrs. Scaturro thanked the Library Commissioners for attending the meeting.

Legal Counsel Edward Feurey swore in Bonnie R. Peterson to another five (5) year term as Commissioner.

4. Approval of Minutes, Reorganization Meeting, January 21, 2020 (Copy on file, Library Administration Office)

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

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

Passed unanimously

5. Approval of Minutes, Regular Meeting, January 21, 2020 (Copy on file, Library Administration Office)

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

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

Passed unanimously

6. Approval of Financial Statement, January, 2020 (Copy on file, Library Administration Office)

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

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

Passed unanimously

## 7. Approval of Financial Statement, February, 2020 (Copy on file, Library Administration Office)

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

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

Passed unanimously

## 8. Personnel Actions and Addendum (Copy on file, Library Administration Office)

The Addendum will be adjusted to Pay Monitors effective March 15, 2020.

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

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

Passed unanimously

## 9. Ratification of Bill Certificate List # 2 (Copy on file, Library Administration Office)

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

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

Passed unanimously

## 10. Approval of Bill Certificate List # 3 (Copy on file, Library Administration Office)

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

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

Passed unanimously

11. Ratification of Salary Expenditures January 2020 (Resolution on file, Library Administration Office)

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

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

Passed unanimously

12. Ratification of Salary Expenditures February 2020 (Resolution on file, Library Administration Office)

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

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

Passed unanimously

13. Director's Report

Ms. Quinn acknowledged Sandi Starks' retirement after over twenty-nine (29) years of dedicated service to the Ocean County Library.

Item "A" under New Business is a ratification resolution authorizing the Library System to be closed from March 15, 2020, through March 29, 2020, and longer if needed during the current national emergency for Coronavirus COVID-19.

Item "B" is appointing Assistant Library Director Sara Siegler as the Library's QPA (Qualified Purchasing Agent). This will increase the Library's bid threshold to \$40,000.00 according to New Jersey State Law.

Items "C" and "D" are applying for the New Jersey Library Construction Bond Act to build a new Stafford Library Branch and certifying the funds. The number was given to the Library from the County of Ocean Comptroller. The current Branch holds 40,000 books and the new Branch would be able to accommodate 85,000 which is over double the current collection.

14. Communications

## 15. New Business

### Resolutions

- A. Ratify the actions of the Library Director in consultation with the Library Commission Chair in closing the Ocean County Library system from March 15 through March 29, 2020 due to the state and national emergencies related to Coronavirus (COVID-19);
- B. Appoint Sara D. Siegler as Qualified Purchasing Agent (QPA) in accordance with N.J.S.A.40A:11-9(b) and increase the Library's bid thresholds from \$17,500 to \$40,000, in accordance with N.J.S.A. 40A:11-3 and that the quote threshold will be in accordance with N.J.S.A 40A:11-6.1(a);
- C. Authorizing a resolution certifying permission to the Library to apply for the Project grant entitled the New Jersey Library Construction Bond Act for the purposes described in the application in the amount of \$5,637,500.00 representing 50% of the total project cost for construction of a new Stafford Branch library building;
- D. Authorizing a resolution certifying the Certification Statements regarding the New Jersey Library Construction Bond Act;
- E. 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, 2020, through January 31, 2021;
- F. Honoring Sandra Stark, Librarian 2, Toms River Adult Services as she retires on April 1, 2020, after over twenty-nine (29) years of the dedicated service to the Ocean County Library;
- G. Amending the Professional Services Agreement Resolution dated January 21, 2020, to be in accordance with Local Finance Notice LFN 2017-10 for appointing Berry, Sahradnik, Kotzas, & Benson, P.C. as Legal Counsel for the year 2020 (PSA-20-01);
- H. Amending the Professional Services Agreement Resolution dated January 21, 2020, to be in accordance with Local Finance Notice LFN 2017-10 for appointing Holman, Frenia & Allison, P.C. as Auditor for the year 2020 (PSA-20-02);
- I. Amending the Professional Services Agreement Resolution dated January 21, 2020, to be in accordance with Local Finance Notice LFN 2017-10 for appointing Citta, Holzapfel, & Zabarsky as Labor Counsel for the year 2020 (PSA-20-03);
- J. Amending the two (2) year Contract Agreement with Preferred Behavioral Consulting Group, Inc. for Employee Assistance Program (EAP) Resolution dated January 21, 2020, to be in accordance with Local Finance Notice LFN 2017-10 (C-20-01);
- K. Amending the Resolution in Authorizing the Ocean County Library to participate in the vision care plan provided by the County of Ocean for County employees in 2020 dated January 21, 2020;
- L. Amending the Resolutions awarding contracts 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 et. Seq. dated December 17, 2019 and January 21, 2020;
- M. Ratifying the actions of the Library Commission Chair authorizing execution of an agreement with the County of Ocean to accept funding in the amount of \$21,100.00 to conduct outreach and assistance activities for the hard-to-count in various branches in support of the Census 2020;
- N. Ratify the actions of the Library Commission Chair authorizing execution of an agreement with the County of Ocean for full, equal member participation in the County's Self-insured and Excess Liability Programs to include \$17,870.00 for the Self-Insured

General Liability Program, \$25,591.00 shall be paid and will be credited as one year premium payment towards the Excess General Liability Program; \$88.00 per vehicle and \$199.00 per vehicle for principal damage coverage, a per occurrence deductible of \$500.00 is applicable. An amount of \$863.00 shall be paid and shall be credited as a one year premium payment for Excess Automobile Liability Program; \$40,311.00 for the Property Insurance Premium (building and contents) and an additional \$783.00 for the Fine Arts Floater. Excess Policy deductibles for these coverages are \$250,000.00 for most perils for the period of April 1, 2020 through March 31, 2021;

- O. Ratifying the actions of the Library Commission Chair accepting a stipend of \$200.00 from the New Jersey Council for the Humanities for the March 27, 2020, program *Soldiers without Guns: Women Defense Workers of WWII*, at the Lacey Branch;
- P. Ratifying the actions of the Library Commission Chair authorizing the Library to apply for a micro-grant in the amount of \$300.00 from the National Endowment for the Humanities (NEH) for the Long Beach Island Branch to host and facilitate a discussion in the community based on the film *American Creed*, and to also include a program to highlight the 2020 Census;
- Q. Authorizing disposal of irreparable and obsolete furniture due to age and wear from the Manchester Branch;
- R. Authorizing the Library to accept a micro-grant in the amount of \$300.00 from the National Endowment for the Humanities (NEH) for the Long Beach Island Branch to host and facilitate a discussion in the community based on the film *American Creed*, and to also include a program to highlight the 2020 Census;
- S. Authorizing soliciting of public bids for the provision of Library Collection Performance Software for the Ocean County Library System;

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

- T. Approving a Change Order increasing the cost of the Point Pleasant Borough Branch Roofing project in the amount of \$9,660.00 making the total \$107,110.00. This increase will cover additional repairs that were not originally anticipated but are necessary to complete the project by Unlimited Builders Construction, LLC;
- U. Approving a Change Order increasing the cost of the Manchester / Lakewood / Point Pleasant Borough branches renovation work order in the amount of \$6,580.00, making the total \$115,014.70. This increase was due to additional construction for cabinetry, electrical, and plumbing by Gaven General Contracting as required by Manchester Building Inspectors;
- V. Authorizing an extension to an agreement with the Plumsted Board of Education for water usage for the Ocean County Library's Plumsted Branch;
- W. Awarding a Purchase Order to SHI International (State Contract # 89851) related to Edmunds GovTech in an amount not to exceed \$55,500.00;
- X. Approving Award of Bid for Lawn Maintenance and Snow Removal Services for the period of April 1, 2020, through March 31, 2021, with a second year renewable option as follows:
  - Region II (B,PX, P,UP) – RPM Landscaping- yearly cost - \$18,650.00
  - Region III (BKY,LA,WA, BGT,BD – RPM Landscaping -yearly cost - \$22,450.00
  - Region IV (STF,TU,LBI,LEH) – RPM Landscaping - yearly cost – \$16,100.00
  - Region V (PL,MA,JA,LAK) – Meticulous Landscaping - yearly cost - \$21,700.00 (C-20-03).

### **Approvals**

- Y. Ratifying the actions of administration approving the Library to form a collaborative partnership with the Girl Scouts of the Jersey Shore for the Girls Are Great, summer literacy program with the Lakewood Branch;
- Z. Ratifying the actions of administration approving a collaborative partnership with O.C.E.A.N., Inc. on their grant application to provide a Summer Literacy Program in 2020;
- AA. Approving the 36th Annual Staff In-Service on Friday, December 4, 2020;
- BB. Approving a delayed opening of the Library System at 1:00 p.m. on Friday, December 4, 2020, for the 36th Annual Staff In-Service;
- CC. Ratifying the actions of administration authorizing the closing of the Point Pleasant Borough Branch from Monday, March 16, 2020, through Friday, March 20, 2020 for the completion of the Branch renovation project;
- DD. Approving an update to the 2020 Cost Centers by adding Cost Center 349 for System Senior Services;
- EE. Ratifying the actions of administration approving setting a suggested donation for 2020 National Library Week T-Shirts, both men's and women's between \$5.00 and \$10.00 for small, medium, large, and extra-large sizes, and between \$5.00 to \$15.00 for XXL and 3XL sizes;
- FF. Ratifying the actions of administration approving setting a suggested donation for 2020 National Library Week "Hoodies", both men's and women's between \$15.00 and \$20.00 for small, medium, large, and extra-large sizes, and between \$20.00 and \$25.00 for XXL and 3XL sizes;
- GG. Ratifying the actions of administration approving the Friends of the Waretown Library to have a Titanic Luncheon Event and charge \$10.00 per person as a fundraiser to be held at the Waretown Branch on Thursday, April 23, 2020;
- HH. Approving the Friends of the Berkeley Library to host a Mom's Day fundraiser at the Berkeley Branch on Monday, May 4, 2020, and charge local businesses \$25.00 for a table to promote information and sell small goods;
- II. Approving the Ocean County Library Employees Association to plant a tree along with a plaque in memory of Terrie Richardson at the Manchester Branch;
- JJ. Approving the Brick Branch to have a collection bin from Monday, June 1, 2020, through Tuesday, June 30, 2020, to collect items for the Jersey Shore Animal Shelter for National Adopt-A-Cat Month;

### **Donations**

- KK. Accepting a donation of \$500.00 from Anthony Horan for the Rose T. Horan Silent Reading Tower;
- LL. Accepting a donation of \$500.00 from the Friends of the Little Egg Harbor Branch to purchase a Newood Economy 3-tier Display with Casters;
- MM. Accepting a donation of \$200.00 from Elaine Kursch for the Manchester Branch to use at its discretion;
- NN. Accepting a donation of \$1,400.00 from the Friends of the Plumsted Township Library for Adult, Young Adult, and Juvenile programming;

- OO. Accepting a donation of \$200.00 from the Friends of the Ocean County Library – Toms River for Adult programming at the Toms River Branch;
- PP. Accepting a donation of \$1,600.00 from the Tuckerton Library Association to the Tuckerton Branch to use at its discretion;
- QQ. Accepting a donation of \$944.40 from the Friends of the Waretown Library to the Waretown Branch to use at its discretion;
- RR. Accepting a donation of \$2,500.00 from the Friends of the Island Library to be used at the discretion of the Long Beach Island Branch.

Approval of Items “A” through “RR”:

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

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

Passed unanimously

16. Old Business

17. Public Comment

18. No Closed Session

19 Move to adjourn: Mr. Mancini  
Second: Mr. Mullins

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 4:15 p.m.

Respectfully submitted,

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