

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

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

Absent: Christopher J. Mullins, Vice Chair
Sal Baglio

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 April 15, 2020, written notice of the meeting stating that it would be live via conference call was posted to the Ocean County Library website;
 7. On April 17, 2020, written notice of this meeting stating that it would be live via conference call was published in the *Asbury Park Press*;
 8. On April 17, 2020, written notice of this meeting stating that it would be live via conference call was published in *The Press of Atlantic City*.
2. Pledge of Allegiance

Due to the meeting being held via conference call the Pledge of Allegiance was omitted.

3. Roll Call and Announcements

Ms. Quinn announced that the Library is celebrating National Library Week and the Ocean County Board of Chosen Freeholder signed a proclamation and she forwarded it to staff.

Mrs. Scaturro stated that the Library is continuing to do good work during the current closure.

4. Approval of Minutes, Regular Meeting, March 17, 2020 (Copy on file, Library Administration Office)

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

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

Abstained: Mr. McDonald

Passed unanimously

5. Approval of Financial Statement, March, 2020 (Copy on file, Library Administration Office)

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

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

Passed unanimously

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

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

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

Passed unanimously

7. Approval of Bill Certificate List # 4 (Copy on file, Library Administration Office)

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

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

Passed unanimously

8. Ratification of Salary Expenditures March 2020 (Resolution on file, Library Administration Office)

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

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

Passed unanimously

9. Director's Report

Ms. Quinn reported on the following:

Coronavirus (COVID-19): The Library System closed at the end of the day on Saturday, March 14, 2020, out of an abundance of caution for the safety of our staff and library patrons due to Coronavirus (COVID-19) in the state of New Jersey. The Library has remained closed since that time. On Wednesday, March 20, 2020, all libraries in the state were closed via Executive Order by the Governor of New Jersey. The Ocean County Library will remain closed to the public until the Executive Order is lifted.

The Library's Management Team is beginning planning for re-entry/re-opening of the library system once the New Jersey Governor's Executive Order closing libraries is lifted.

All Library staff remain on-call to report to work for essential business. Staff, while on-call are working from home on off-desk duties, committee work, and are participating in staff training and development through OCL University.

Finance: The Finance Department continues to work on payroll and bill payment processes including monitoring banking operations.

Human Resources: The Human Resources Department continues with essential personnel operations and processing for the County of Ocean and the State of New Jersey, including Fringe Benefit Management.

Facilities: Facilities staff are continuing to maintain library buildings and grounds to ensure all are in good working order and free from damage.

Technology: Technology has supported the work from home needs of staff in the organization to ensure business continuity with equipment and through migration of the organization to cloud computing with Microsoft 365, and the roll-out of Microsoft Teams. This is how we are able to set-up today's Library Commission Meeting.

Collections: There are currently 133,767 items that were checked out at the time the library closed. March 2020 gave us our highest usage among our digital platforms which increased 20%.

The limit for OverDrive check-outs per month have been increased from five (5) to ten (10), and hoopla has been increased from eight (8) items per month to ten (10).

System Circulation: 468 new library cards have been processed, thanks to the work of Christi Aldellizzi, Carla Hendrickson, Teresa Hess, Rebecca Schoonmaker, and Suzanne Wright.

Circulation staff have extended due dates for materials currently checked out. They are also extending library card expiration dates so that people who would normally have had to come into a library branch to renew their library card do not have to do this and can still use their cards.

Public Relations: Special thanks to the Public Relations team of Kate Sanchez, Scott Brown, Jamie Dunn, Sherri Taliercio and Tom Mongelli, and the Printing & Graphics team led by Carly-Jean Booker who have worked hard to keep 22nd and 23rd branches (website and social media) open and filled with content. Also thanks to Technology's Tim Mailey and the Library's web team of Lauren Carboy and Drew Ambrose.

The Shore to View video segments creating by Library staff, edited and published by Public Relations are brining library programs to the public and have reached 10,800 people. The Library's Facebook posts have reached 21,000 people.

Census 2020 Complete Count Committee: Currently New Jersey has surpassed the national response rate, and Ocean County has surpassed both the national response rate and the state response rate. The national response rate is currently 41.3%, New Jersey's response rate is 42.6%, and Ocean County's response rate is 42.7%. Special thanks to Rita Oakes, Chief Librarian who leads this effort with Elizabeth Cronin, System Information Services Coordinator, and Marisa Ganguzza, Librarian 3, Collections.

Readers Services Committee: The Library is offering a new online challenge for our community while our buildings are closed call *The Cabin Fever Challenge* which encourages customers to explore Ocean County Library's online materials and resources and is open to all ages. The challenge began on Monday, April 13, 2020, and runs through to Sunday, May 31, 2020.

Adult System Services: Outgoing System Adult Services Coordinator Gigi Hayes and incoming System Adult Services Coordinator Melissa Rutkowski have worked with the Readers Services Committee on Ocean County Library's new Concierge Service which provides customers with personalized recommendations from the Library digital collection.

Training Department: I am very proud of Training Coordinator Deborah Blackwell and her Assistant Molly Friedman by providing high quality educational opportunities and trainers for

Library staff, and at the same time migrating OCL University to a virtual format which now makes this resource available to all staff while working from home. Thank you also to the Technology Department for their efforts and support.

Ms. Blackwell notes, "As we all adjust to this new normal, it can be difficult to feel connected to the Ocean County Library and our vision. The Training Department is working to keep staff from all departments connected by offering remote training opportunities to support our dynamic, engaged and talented workforce."

Friends of the Library: Ocean County Library's Friends of Library groups continue to keep local communities and senior communities informed of the work and importance of the library to the community. Kelly-Ann Pennell and Judy Macaluso continue to share information and work with them.

An article was published by the Waretown Friends of the Library in the Greenbriar Community Newsletter, written by Friends President, Judy Sylvester. An article from the Friends of the Island Library Newsletter which supports the LBI Branch was run in the local newspaper. Linda Fester, former LBI Branch Manager published an article in Echoes of LBI.

Ms. Quinn thanked the Library's Management Team, Library staff, and the Library Commission for all of their support. She stated that the Library misses our customers, we will get through this difficult time and we will come out stronger and better than before.

Mrs. Scaturro stated that she was impressed by all that the Library staff have been doing during the closure and that the Library even though closed is still continuing to help people.

10. Communications

11. New Business

Resolutions

- A. Mandating Ocean County Library employees to have direct deposit of pay checks no later than July 1, 2020, in accordance with the directive from the County of Ocean;
- B. Authorizing the Library Director to sign bills and approve the Bill List with the County of Ocean Comptroller during the state and national emergencies related to Coronavirus (COVID-19);

Bid Awards / Change Orders / Contracts

- C. Authorizing an additional \$25,000.00 to MidWest Tapes for hoopla services to bring the current total for 2020 to \$200,000.00;
- D. Authorizing a modification and extension to an agreement with the Plumsted Board of Education for waste water for the Ocean County Library's Plumsted Branch.

Approvals

Donations

Approval of Items "A" through "D":

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

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

Passed unanimously

12. Old Business

13. Public Comment

The Commission Secretary stated that two comments were received from the public via email.

Ms. Carole DePlato stated, "Hello Library Commission and personnell! Just a comment to say like many many others we all miss our public libraries! However safety first and I'm sure everyone truly understands that! Please stay safe and we look forward to when you reopen!"

Mr. Aaron Ringel from Lakewood Township asked the following, "I understand that drop off for books may cause a health risk but maybe Ocean County Library can at least let patrons pickup books during this time. I can't keep on buying books especially when finances are not the best.

A way to implement this is to have some employees come in and get all the books that were requested and have designated pickup times to limit exposure. All patrons will have to stay in the car and employees will leave books in the trunk of the car and patrons don't have to return the books until after quarantine. Thank you for your consideration and stay safe!"

Ms. Quinn responded as follows: Thank you for your suggestion and kind words of support to the Library.

Certain retail businesses in the State of New Jersey such as grocery stores are permitted to be open, and some are using the trunk drop-off method that you describe.

Unfortunately, we cannot do this as it would cause the library to violate the Executive Order of the Governor of the State of New Jersey which closes to the public all municipal, county, and state public libraries, and all libraries and computer labs and private colleges and universities.

However, many Ocean County Library books can be checked out for free from our digital library with your library card for reading on a computer, smartphone, tablet, or other electronic reading device.

14. No Closed Session

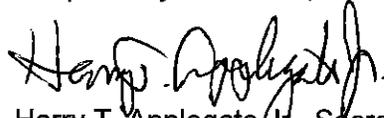
15 Move to adjourn: Mrs. Peterson
Second: Mr. McDonald

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 4:18 p.m.

Respectfully submitted,



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