

OCEAN COUNTY LIBRARY COMMISSION
MINUTES OF REGULAR MEETING
Tuesday, May 19, 2020

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

Absent: Sal Baglio

Other Attendees: Edward Feurey, Library Counsel
Susan Quinn, Library Director
Jerry Conaty, Holman, Frenia, Allison, P.C.

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 May 13, 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 May 14, 2020, written notice of this meeting stating that it would be live via conference call was published in the *Asbury Park Press*;
 8. On May 14, 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

3. Roll Call and Announcements

Ms. Quinn announced that Kristen Crepezzi, Children's Librarian, Long Beach Island was selected to receive a New Jersey Library Association Rising Star Award. Ms. Crepezzi was nominated by her branch manager, Toni Smirniw.

4. Presentation by Holman, Frenia, Allison, P.C.: 2019 Library Audit

Mr. Conaty spoke about the draft 2019 audit that is currently waiting on information from the State of New Jersey that should be received in June and the audit should be ready to be accepted by the Library Commission at the July Meeting. The audit had one (1) repeat finding that was also included in the 2018 audit regarding maintaining the general ledger system. He stated that the Library is working on getting a new general ledger software system and this should rectify the situation for 2020. One (1) item he recommends is limiting staff at each branch that have access to the branch safe to the lowest number necessary.

Mr. Mancini asked on the progress of the Edmonds Accounting System. Jennifer Woodman, Budget Officer stated that she is working with the company on implementing the system and should start in early July in accordance with their schedule and should be live by September 16, 2020. Ms. Quinn added that the Library has been working with the auditor also on this issue. Mr. Mancini stated that he hopes that the new system will fix the issue so that it will not show up in the audit next year for a third consecutive year.

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

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

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

Passed unanimously

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

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

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

Passed unanimously

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

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

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

Passed unanimously

8. Approval of Bill Certificate List # 5 (Copy on file, Library Administration Office)

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

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

Passed unanimously

9. Ratification of Salary Expenditures April 2020 (Resolution on file, Library Administration Office)

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

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

Passed unanimously

10. Director's Report

Ms. Quinn reported on the following items:

The Ocean County Library's Management Team and staff are diligently working on a phased plan to safely restore library services and reopen our library system once the Governor's Executive Order is lifted. The NJ State Library recommends that all libraries should have a written plan in place for a staged reopening that has been approved by the Library Board of Trustees, Library Attorney, and vetted by the County and the County Board Health. Items to review include:

- Implementing and understanding Executive Orders
- Implementing CDC/Health Department Orders
- Updating Policies – which could include
 - Patron Behaviors Policy
 - Meeting Room Policy
 - Other Policies as needed

- Employment Challenges

Guidance on how long the Coronavirus that causes COVID-19 lives on library books, materials and surfaces is expected to be issued soon from the federal Institute of Museum and Library Services in Washington, DC.

The Governor's daily briefing yesterday reported on his "Road Back to Recovery" plan puts libraries reopening in Phase 2 with safeguards and reduced capacity in buildings. He noted that we are currently in the middle of Phase 1. Phase 2 is anticipated to begin in the weeks ahead. As per the Governor, in Phase 2 more work activities are allowed at physical locations only if they adhere to safeguarding and modification guidelines and with significantly reduced capacity. All workers who can work from home continue to work from home.

The Ocean County Library continues to focus on the following areas:

Safeguards

1. Personal Protective Equipment (PPE) and safety training for all OCL staff.
2. Cleaning Protocols for branches.
3. Safeguards in branches (such as Plexiglas barriers, creating social distance in public spaces)

Reduced Capacity

4. Determining reduced capacity occupancy numbers for our library branches.
5. Determine branch operating hours to the public for branches (adjustments to permit opportunity for cleaning; senior citizen library hours like the grocery stores).
6. Services:
 - Books by Mail: Expanded for everyone, not just homebound customers based on our current Interlibrary Loan Process.
 - Self-Service Holds: Expand to all branches (Currently only used at the Manchester and Point Pleasant Boro branches.
 - Consider curbside delivery as a future activity, this has many complexities
7. Return and quarantine of 130,000 circulating items (using reverse holds notification process so that all materials are not returned at once).

Work from Home

1. Determine schedule of library workers who can work from home, and continue to work from home (including but not limited to virtual reference, chat/text, buying). This may include split shifts and will help with reduced capacity in buildings.

During the next two to three weeks we are working on various Safeguards in branches, Technology upgrade projects and completing Library Construction projects that were postponed including the Lakewood Branch Restroom Project; Point Pleasant Boro Branch Project, and Technology Projects.

Library Construction Bond Act Application is scheduled to be submitted by the deadline of June 5, 2020.

Ms. Quinn thanked Library Management for all of their work on these projects and the Library Commission for the all the support they have given. The Library continues to work on policies and steps to reopen the library along with Library Legal Counsel.

Mrs. Scaturro added that a lot has been ongoing on and that the entire staff is doing a great job.

11. Communications

12. New Business

Resolutions

- A. Authorizing the Library to apply for the IMLS CARES Act Grant for the purpose of supporting library's in responding to the coronavirus pandemic in the amount up to \$500,000.00;

Bid Awards / Change Orders / Contracts

- B. Approving year two (2) of a two (2) year contract for Debt Collection Services to Unique Management Services, Inc. for a per submission fee of \$8.95;

Approvals

- C. Approving the use of the Toms River Branch lobby and restrooms after-hours for the rescheduled Downtown Toms River BID's Annual Chili & Salsa Cook-off on Saturday, September 19, 2020, from 6:00 a.m. to 6:00 p.m., with a rain date of Sunday, September 20, 2020;

Donations

- D. Accepting a donation of \$300.00 from the Toms River Police Foundation for the Jingle Bell Run.

Approval of Items "A" through "D":

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

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

Passed unanimously

13. Old Business

14. Public Comment

The Commission Secretary stated that two (2) questions were received inquiring when the Manchester Branch and the Whiting Reading Center would be open. He responded to their question letting them know that the library is currently closed due to the Governor's

Executive Order and that libraries would not be opening until the Governor's Phase 2 reopening.

Mrs. Peterson asked if the library would be doing curb side pick-up. Ms. Quinn responded that under the Governor's Executive Order the library does not qualify as retail business to conduct this service as was verified by Library Legal Counsel and the State Library.

Mr. Mullins asked for a list of what the capacities of each of our facilities, if the library is required to provide PPE and would the library be able to acquire enough, and how staff that do not want to come back to work when reopening will be handled.

Ms. Quinn stated that the library will reopen to limited staff and that the Facilities Department is working on PPE.

Jennifer Doderer, Human Resources Director stated that the New Jersey Civil Service and the County of Ocean has specific standards to address the issue about staff that do not want to return.

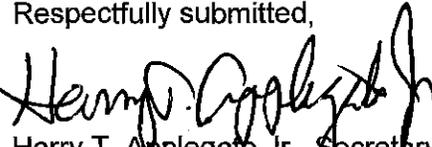
Sara Siegler, Assistant Library Director stated that she does have a list of building occupancies and the busiest times and percentage of use for all locations at any given time and will forward to the Library Commission.

15. No Closed Session

16 Move to adjourn: Mr. Mancini
Second: Mrs. Peterson
Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 4:31 p.m.

Respectfully submitted,

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