

OCEAN COUNTY LIBRARY COMMISSION
MINUTES OF THE REGULAR MEETING
Tuesday, April 22, 2025
Rescheduled from April 15, 2025

Attendees: Ocean County Library Commission
Timothy McDonald, Chair
Paul F. Wolleon, Vice Chair
Susan L. Hutler
Christopher J. Mullins (Via Phone)
Bonnie R. Peterson, Esq. (Via Phone)
Ruthanne Scaturro

Absent: Henry J. Mancini

Other Attendees: Laura Benson, Esq. Library Counsel
Sara Siegler, Assistant Library Director

Presiding: Timothy McDonald, Chair

Mr. McDonald 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 April 17, 2025, 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 April 22, 2025, advance written notice of this meeting was published in the *Asbury Park Press*;
 3. On April 22, 2025, advance written notice of this meeting was published in *The Press of Atlantic City*;
 4. On April 17, 2025,, advance written notice of this meeting was filed with the Clerk of the County of Ocean;
 5. On April 17, 2025, advance written notice of this meeting was mailed to all persons who, according to the records of the Ocean County Commission, paid for such notices on or after April 17, 2025.

2. Pledge of Allegiance

3. Roll Call and Announcements

4. Approval of Minutes, Regular Meeting, March 18, 2025 (Copy on file, Library Administration Office)

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

Roll Call: Ayes: Mr. Mullins, Mrs. Peterson, Mr. Wolleon

Abstain: Mrs. Hutler, Mr. McDonald, Mrs. Scaturro

5. Approval of Financial Statement, March 2025 (Copy on file, Library Administration Office)

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

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

Passed unanimously

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

Motion to approve: Mrs. Scaturro
Second: Mr. Wolleon

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

Passed unanimously

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

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

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

Passed unanimously

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

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

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

Passed unanimously

9. Assistant Director's Report

Ms. Siegler had no report.

10. Committee Reports – No Reports

11. Communications – No Communications

12. New Business

Resolutions

- A. Honoring Catherine Dunay, Senior Library Assistant, Brick Branch Circulation as she retires on May 1, 2025, after Twenty-Five (25) years of dedicated service to the Ocean County Library;
- B. Authorizing the Library to accept the New Jersey Council for the Humanities Sponsorship in the amount of \$800.00 to host Michele LaRue for National Poetry Month in April 2025;
- C. Authorizing a resolution to donate obsolete electronic equipment no longer needed to the County of Ocean's recycling program;

Bid Awards / Change Orders / Contracts

- D. Authorizing the Ocean County Library to enter into a cooperative pricing agreement with Monmouth Ocean Educational Services Commission (MOESC) for the purchase of goods and services;

Approvals

- E. Approving the Beachwood Branch to host the 100th Anniversary program featuring The Strictly 60's Band offsite at the Beachwood Community Center on Saturday, August 16, 2025;
- F. Approving closing the Brick Branch on Wednesday, May 7, 2025, and Thursday, May 8, 2025, for electrical lighting upgrades;
- G. Approving the Lacey Branch to host the Colorful Trails at Eno's Pond County Park program offsite at Eno's Pond County Park on Wednesday, July 9, 2025, at 9:30 a.m.;
- H. Approving the Lacey Branch to have the SnowChi Peruvian Cuisine food truck at the Branch on Friday, October 10, 2025, from 12:30 p.m. to 3:00 p.m. in honor of Hispanic Heritage Month;
- I. Approving the Lacey Branch to attend The Gaming Guild at Donovan Catholic High School game night on Friday, May 9, 2025, from 5:30 p.m. to 8:00 p.m.;

- J. Approving the Friends of the Little Egg Harbor Branch to host an offsite Gift Basket Raffle and 50/50 Raffle on Wednesday, August 20, 2025, at the Grapevine Restaurant pending the acquisition of the appropriate State and township approvals;
- K. Approving the Friends of the Little Egg Harbor Branch to host a Gift Basket Raffle at the Little Egg Harbor Branch on Thursday, December 18, 2025, pending the acquisition of the appropriate State and township approvals;
- L. Ratifying the Action of Administration approving the Toms River Police Department to use the Lobby of the Toms River Branch as a collection site for National Prescription Drug Take Back Day on Saturday, April 26, 2025, from 10:00 a.m. to 2:00 p.m.;
- M. Approving the FanNation Committee to have a collection bin in the Toms River Branch during September 2025 to collect children's costumes to be given away during the FanNation Event on Saturday, October 4, 2025;
- N. Approving the Toms River Branch to have a food truck on Washington Street for the 2025 Roaring 20's BookFest on Saturday, June 21, 2025, from 9:00 a.m. to 5:00 p.m. pending the acquisition of the appropriate township and county approvals;

Donations

- O. Accepting four (4) tickets to the NJ Hall of Fame from Deanna van Woerkom from the NJ Hall of Fame valued at \$80.00 total to the Ocean County Library as part of the Library's 100 prizes celebrating 100 Years Contest;
- P. Accepting a donation of \$725.00 from the Jackson Friends of the Library for summer reading supplies at the Jackson Branch;
- Q. Accepting a donation of \$500.00 from the Jackson Friends of the Library for Young Adult Programming at the Jackson Branch;
- R. Accepting a donation of \$400.00 from the Jackson Friends of the Library for Juvenile programming at the Jackson Branch;
- S. Accepting a donation of \$250.00 from the Jackson Friends of the Library for monthly giveaways at the Jackson Branch;
- T. Accepting a donation of \$200.00 from the Jackson Friends of the Library for Sensory programming at the Jackson Branch;
- U. Accepting a donation of \$300.00 from Julie, Chuckie, and James Gravener In Memory of Nancy Minor to purchase print materials about crafting and knitting at the Long Beach Island Branch.

Approval of Items "A" through "U":

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

Roll Call: Ayes: Mrs. Hutler, Mr. Mullins (Abstain Item "D"), Mrs. Peterson,
Mrs. Scaturro, Mr. Wolleon, Mr. McDonald

Passed unanimously

13. Old Business – No Old Business

14. Public Comment – No Public Commented

15. Closed Session for discussion of contractual matters

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

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

Passed unanimously

Motion to return to Open Session:

Second: Mrs. Hutler
Mr. Scaturro

Roll Call: All members answered Aye

Passed unanimously

1) Motion to approve the Supervising Security Guard title:

Second: Mr. Wolleon
Mrs. Scaturro

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

Passed unanimously

Mr. Mullins and Mrs. Peterson left the meeting at this time.

2) Motion to approve the Shared Services Agreement with the County of Ocean for one (1) County Sheriff officer to work in the Toms River Library Branch and one (1) County Sheriff officer to work in the Lakewood Library Branch during branch operating hours for the provision of security related services:

Second: Mrs. Scaturro
Mr. Wolleon

Roll Call: Ayes: Mrs. Hutler, Mrs. Scaturro, Mr. Wolleon, Mr. McDonald

Passed unanimously

16. Move to adjourn: Mr. Wolleon
Second: Mrs. Scaturro

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 4:24 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "H.T. Applegate Jr.", is written over the typed name.

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