

OCEAN COUNTY LIBRARY COMMISSION
MINUTES OF REGULAR MEETING
Tuesday, July 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

Absent: Bonnie R. Peterson

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 July 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 July 18, 2020, written notice of this meeting stating that it would be live via conference call was published in the *Asbury Park Press*;
 8. On July 18, 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

4. Approval of Minutes, Regular Meeting, June 16, 2020 (Copy on file, Library Administration Office)

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

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

Abstained: Mr. Baglio

Passed unanimously

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

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

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: Mrs. Hutler
Second: Mr. Baglio

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

Passed unanimously

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

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

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

Passed unanimously

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

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

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

Passed unanimously

9. Director's Report

Ms. Quinn reported on the following:

Reopening of the Library to the public: on Monday, July 6, 2020, the Library system reopened to the public at 25% capacity. Face coverings are required by the Governors Executive Order. Library staff were provided masks and other Personal Protective Equipment (PPE). Open hours include times available for cleaning. The Facilities Department moved furniture around and removed some to ensure social distancing requirements. Self-check-out machine usage is up 70%. All locations are using self-service holds. Materials are being returned using the book drops. Programs are being held virtually including the S.A.I.L. program and summer reading. The Lakewood restroom project has been completed along with the Point Pleasant Boro renovation project.

Ms. Quinn thanked the Library Commission and Library Freeholder Liaison Freeholder Director Joseph Vicari for their support. She thanked the Management Team along with the entire Library staff on providing great services during these times and that she could not be prouder of each and every staff member.

Mrs. Scaturro echoed the same remarks and added that the entire Library staff has gone above and beyond in getting ready to serve and in serving the public.

10. Communications

11. New Business

Resolutions

- A. Authorizing the increase of the bid threshold from \$40,000.00 to \$44,000.00 pursuant to N.J.S.A. 40A:11-3 and the quote threshold in accordance with N.J.S.A. 40A:11-6.1(a);
- B. Authorizing the Library to accept a grant in the amount of \$5,000.00 from the KearnyBank Foundation for the Lacey Branch for programming at the Branch;

Bid Awards / Change Orders / Contracts

Approvals

C. Accepting the 2019 Audit from Holman, Frenia, Allison, P.C.;

Donations

D. Accepting a \$1,000.00 donation from The Stokes Family for the Long Beach Island Branch.

Approval of Items "A" through "D":

Motion to approve: Mr. McDonald

Second: Mrs. Hutler

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

Passed unanimously

12. Old Business

13. Public Comment

Mr. McDonald asked when the Library Commission may be able to meet in person again. Mrs. Scaturro answered that she spoke with Library Director Susan Quinn and the August 18 Meeting may be able to be held in the Bishop Building.

14. No Closed Session

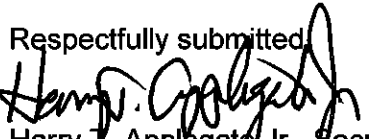
15. Move to adjourn: Mr. McDonald

Second: Mrs. Hutler

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 4:11 p.m.

Respectfully submitted,

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