

OCEAN COUNTY LIBRARY COMMISSION  
MINUTES OF THE REGULAR MEETING  
Tuesday, October 20, 2020

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

Absent: Sal Baglio

Other Attendees: Edward Feurey, Library Counsel  
Susan Quinn, Library Director  
Freeholder Director Joseph H. Vicari  
Sara Siegler, Assistant Library Director  
Jennifer Doderer, Personnel Director  
Kate Sanchez, Librarian 4, Public Relations Officer

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 October 16, 2020, written notice of the meeting stating that it would be live via conference call to the public was posted to the Ocean County Library website;
  7. On October 20, 2020, written notice of this meeting stating that it would be live via conference call to the public was published in the *Asbury Park Press*;
  8. On October 20, 2020, written notice of this meeting stating that it would be live via conference call to the public was published in *The Press of Atlantic City*.

2. Pledge of Allegiance

## 3. Roll Call and Announcements

A motion was made to move Item "A" in New Business to present Freeholder Director Joseph H. Vicari with a resolution dedicating the Toms River Branch's Sensory Space for people with autism as the "Joseph H. Vicari Sensory Space:

Second: Mrs. Peterson  
Mr. McDonald

Roll Call: All members answered Aye

Passed unanimously

Library Commission Chair Mrs. Scaturro, Library Director Ms. Quinn, and Assistant Library Director Sara Siegler presented the resolution to Freeholder Director.. Mrs. Scaturro stated that Freeholder Director Vicari has done many things in support of the Ocean County Library, is currently serving his 13<sup>th</sup> term on the Board of Chosen Freeholders, and is a lifetime educator.

**Freeholder Director Comments:** The Ocean County Library serves everyone. Having 21 locations makes it easy and accessible to everyone. The Late Freeholder James Mancini worked to expand the Library System. The area used for the sensory space was an existing space in the Branch that was used to make the sensory space. The Library Commission took action to create the space because it was the right thing to do and will serve an underserved population, not just for the Library but also for the County and the State. The room will help to improve the lives of people and families. The Library works hard on two main tasks, helping people improve themselves and helping people that need assistance.

Freeholder Director Vicari stated that he wanted to be the Library Liaison for a long time because the staff are friendly, they like working with people and they treat everyone the same. When people leave the Library they feel better than when they came in. The Library changes people's lives. He has worked with NJ Congressman Chris Smith on autism related resources. Not only does the Library care, it has the vision and resources that people need.

Freeholder Director Vicari urged the Governor to open libraries up so that people could have a place to go because they couldn't stay home for much longer because people wanted to get out. We are living within the guidelines of 25% capacity per the Governors Executive Order.

We care about people, take the pandemic very seriously, and do not want a single person to get sick. No one knows the long-term consequences of this virus.

We can help people with autism spectrum disorder and make their lives easier and we can show them that people care. What people want most is to be wanted and know that people care for them. The Library Commission has a higher level of sensitivity than any other place in the State of New Jersey.

Freeholder Director Vicari was honored to have the room named after him, it is very important and wants to share it with everyone and expand on it and thanked the Library Commission and stated that the Library is doing a great job.

Mr. Mancini congratulated the Freeholder Director and stated that the Freeholder Director's predecessor was his father who passed away 17 years ago next month. The Library was near and dear to his heart. As the Library's Liaison Freeholder Vicari has enabled the Library not to miss a beat. With the help of the Freeholders, they have been able to build the Ocean County Library into the biggest System in the State and one of the best in the Country.

Freeholder Director Vicari stated that Freeholder Mancini would always say, "Just get it Done!"

As of January 1, 2021, the term Freeholder will no longer be in use, the new term will be Commissioner.

Freeholder Director Vicari and Mrs. Scaturro stated that Ms. Siegler brought the concept idea to the Freeholder Director's attention.

Freeholder Director Vicari left the meeting at this time.

4. Approval of Minutes, Regular Meeting, September 15, 2020 (Copy on file, Library Administration Office)

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

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

Abstain: Mr. Mancini

Passed unanimously

5. Approval of Financial Statement, September 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

6. Personnel Actions and Parking Stipend Addendum (Copy on file, Library Administration Office)

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

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

Passed unanimously

## 7. Approval of Bill Certificate List # 10 (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

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

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

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

Passed unanimously

## 9. Director's Report

Ms. Quinn reported on the following:

**Statistics:** 98% of books and materials checked out before the closure have been returned since the Library reopened. Thank you to our patrons for returning the items and for staff processing them. New Library Card registrations are up by 3.56% this year compared to last year. We now have 233,554 registered borrowers.

**Bonnie Mullane's Retirement:** Item "C" is the retirement of Bonnie Mullane who could not attend and I would like to thank her for her dedicated service.

**OC CARES Grant:** Items "F & G" are partnering with the County of Ocean on the OC CARES Grant. This is for reimbursement related to COVID-19 such as PPE and other supplies from the federal government and other sources.

**Expanded Hours:** Items "I through M". We have reopened the Library system and have been very diligent about wearing masks, social distancing, and cleaning. We are looking to open the Library System with more hours for our patrons. With schools open, this will help students and those that are seeking employment.

Effective November 9, 2020, the Toms River Berkeley, Brick, Jackson, Lakewood, Manchester branch hours will be Monday through Thursday 10:00 a.m. to 8:00 p.m. and Friday and Saturday 10:00 a.m. to 5:00 p.m.

Effective November 9, 2020 the Barnegat, Little Egg Harbor, Point Pleasant Borough, and Stafford branch hours will be Monday 10:00 am. To 5:00 p.m.; Tuesday through Thursday

10:00 a.m. to 8:00 p.m.; and Friday and Saturday 10:00 a.m. to 5:00 p.m. Ms. Quinn noted some of these hours were the regular branch hours prior to the pandemic.

Effective November 9, 2020, the Long Beach Island and Upper Shores branch hours are Monday, Thursday, Saturday 10:00 a.m. to 5:00 p.m.; and Tuesday and Wednesday 10:00 a.m. to 8:00 p.m.

Effective November 9, 2020, the Beachwood, Island Heights, Plumsted, Point Beach, Tuckerton, and Waretown branches along with the Bay Head Reading Center and Whiting Reading Center hours are Monday 10:00 a.m. to 8:00 p.m.; Tuesday through Saturday 10:00 a.m. to 2:00 p.m.

Effective January 10, 2021, the Toms River, Lakewood, and Stafford branches will be open Sundays from 1:00 p.m. to 5:00 p.m. The hours are the regular Sunday hours.

#### 10. Communications

#### 11. New Business

### **Resolutions**

- A. Dedicating the Toms River Branch's Sensory Space for people with autism as the "Joseph H. Vicari Sensory Space" in honor of his strong support of the Library's initiatives to support children and families with autism;
- B. Honoring October 18 – 24, 2020, as Friends of the Library Week;
- C. Honoring Bonnie Mullane, Administrative Clerk, Facilities as she retires on November 1, 2020, after over Nineteen (19) years of dedicated service to the Ocean County Library;
- D. Authorizing the execution of the Self-Insured Workers' Compensation Agreement for 2021 with the County of Ocean in the amount of \$286,128.00;

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

- E. Authorizing Award of Bid for a Library Delivery Truck to Matthews Specialty Vehicles for a total of \$74,100.00. Contract # (C-20-07);
- F. Authorizing the execution of the OCCARES Grant Agreement with the County of Ocean;
- G. Authorizing the execution of the CLARIFICATION to OCCARES Grant Agreement with the County of Ocean;
- H. Authorizing an additional \$50,000.00 to MidWest Tapes for hoopla services to bring the current total for 2020 to \$250,000.00;

### **Approvals**

- I. Effective November 9, 2020 – May 31, 2021 the Toms River, Berkeley, Brick, Jackson, Lacey, Lakewood, Manchester branch hours are Monday through Thursday 10am – 8pm; Friday and Saturday 10am – 5pm;

- J. Effective November 9, 2020 – May 31, 2021 the Barnegat, Little Egg Harbor, Point Pleasant Borough, and Stafford branch hours are Monday 10am – 5pm; Tuesday through Thursday 10am – 8pm; Friday and Saturday 10am – 5pm;
- K. Effective November 9, 2020 – May 31, 2021 the Long Beach Island and Upper Shores branch hours are Monday, Thursday, Friday, Saturday 10am – 5pm; and Tuesday and Wednesday 10am – 8pm;
- L. Effective November 9, 2020 – May 31, 2021 the Beachwood, Island Heights, Plumsted, Point Beach, Tuckerton, and Waretown branches and the Bay Head Reading Center and Whiting Reading Center hours are: Monday 10am – 8pm; Tuesday through Saturday 10am-2pm;
- M. Effective January 10, 2021 – May 31, 2021 the Toms River, Lakewood, and Stafford branches will be open Sundays from 1pm – 5pm;
- N. Approving Ethan Hasse to film in the Point Pleasant Beach Branch on Sunday, October 25, 2020, during closed hours, per the request of the Point Pleasant Beach Library Association.

### Donations

Approval of Items “B” through “N”:

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

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

Passed unanimously

### 12. Old Business

### 13. Public Comment

- 14. Closed Session to consider the following matters: a collective bargaining agreement or the terms and provisions of same, a personnel matter, and a contract.

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

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

Passed unanimously

Motion to return to Open Session:

Mr. Mancini

Second: Mr. McDonald

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

Passed unanimously

- 1) Motion for confidential Library employees' salaries to be increased by either 2.5% or \$950.00 or the minimum for the title, whichever is higher effective April 1, 2020:

Mr. McDonald

Second: Mrs. Peterson

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

Passed unanimously

- 2) Motion for the Library Pages salaries to be increased by either 2.5%, or \$950.00 or the minimum for the title, whichever is higher effective April 1, 2020:

Mrs. Peterson

Second: Mr. McDonald

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

Passed unanimously

- 3) Motion for Library management employees' salaries be increased by either 2.5%, or \$2,000.00 or the minimum for the title, whichever is higher:

Mr. McDonald

Second: Mr. Mancini

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

Passed unanimously

- 4) Motion to increase the salary of Assistant Library Director Sara Siegler to \$123,385.00:

Mr. Mancini

Second: Mr. McDonald

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

Passed unanimously

- 5) Motion to increase the salary of Library Director Susan Quinn by 2.5% effective April 1, 2020:

Mr. McDonald  
 Second: Mrs. Hutler

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

Passed unanimously

- 6) Motion to appoint the firm of Rothstein, Mandel, Strohm, Halm, & Cirpiani, PC. as Conflict Labor Counsel for an article 31A hearing for an amount not to exceed \$7,500.00 at a maximum hourly rate of \$180.00:

Mr. Mancini  
 Second: Mr. McDonald

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

Passed unanimously

- 7) Motion to authorize Library Legal Counsel Ed Feurey to commence negotiations between the Ocean County Library Commission and the Municipality of Island Heights for the Island Heights Branch regarding facilities matters::

Mr. Mancini  
 Second: Mr. McDonald

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

Passed unanimously

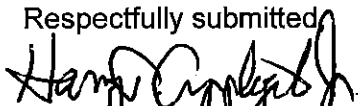
Ms. Quinn thanked the Library Commission on behalf of herself and Management for the salary increases. She thanked the Library Commission for all the work they have done during the current pandemic especially Library Chair Ruthanne Scaturro.

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

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 5:28 p.m.

Respectfully submitted  
  
 Harry P. Applegate Jr., Secretary  
 Ocean County Library Commission