

OCEAN COUNTY LIBRARY COMMISSION  
MINUTES OF THE REGULAR MEETING  
Tuesday, March 16, 2021

Attendees: Ocean County Library Commission  
Ruthanne Scaturro, Chair  
Susan L. Hutler (Via Conference Call)  
Henry J. Mancini  
Timothy McDonald  
Paul F. Wolleon

Absent: Christopher J. Mullins, Vice Chair  
Bonnie R. Peterson

Other Attendees: John C. Sahradnik, Library Counsel  
Susan Quinn, Library Director  
Sara Siegler, Assistant Library Director  
Jennifer Doderer, Personnel Director  
Jeri Gunther, Chief Librarian  
Tim Mailley, Assistant Technology Manager  
Massimo Yezzi, Library Architect

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 January 6, 2021, 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 January 8, 2021, advance written notice of this meeting was published in the *Asbury Park Press*;
  3. On January 8, 2021, advance written notice of this meeting was published in *The Press of Atlantic City*;
  4. On January 6, 2021, advance written notice of this meeting was filed with the Clerk of the County of Ocean;
  5. On January 6, 2021, 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 January 6, 2021;
  6. On March 12, 2021, written notice of the meeting stating that it would be live via conference call to public was posted to the Ocean County Library website;
  7. On March 15, 2021, 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 March 15, 2021, written notice of the 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

4. Presentation by Massimo Yezzi – New Stafford Branch Construction

Mr. Yezzi presented to the Library Commission plans for a construction of a new Stafford Library Branch in Stafford Township.

The Township of Stafford and the County of Ocean are behind this project and are moving forward with plans and obtaining the required permits. The current project cost of the new Branch would be \$10 million with site improvement costing about \$2 million.

Mr. Mancini stated that this project has been planned since 2008 and was put on hold due to the recession of 2008 & 2009. It will be good to see this project come to fruition with the support of the local municipality. It is in a great location as Stafford is the hub of southern Ocean County. Access will be extremely convenient as it will be located on Route 9 and Route 72 with easy access to public transportation.

Mrs. Scaturro stated that this is a great project to finally see come to fruition.

Mr. Yezzi left the meeting.

5. Approval of Minutes, Regular Meeting, February 16, 2021 (Copy on file, Library Administration Office)

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

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

Abstained: Mr. Mancini, Mr. McDonald

Passed unanimously

6. Approval of Financial Statement, February 2021 (Copy on file, Library Administration Office)

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

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

Passed unanimously

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

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

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

Passed unanimously

8. Approval of Bill Certificate List # 3 (Copy on file, Library Administration Office)

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

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

Passed unanimously

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

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

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

Passed unanimously

10. Director's Report

Ms. Quinn reported on the following:

**Library Construction Bond Act Round two funding:** Yesterday the Governor announced the launch of the second round of grant solicitations for the Library Construction Bond Act (LCBA), allocating \$37.5 million in grants. The grant deadline is Friday, June 4, 2021, with grant applications being accepted beginning on Monday, May 10, 2021. Round two (2) allocated no more than \$10 million to projects that are smaller projects defined as barrier-free improvements and repair only. \$27.5 million is allocated to larger projects, defined as construction, renovation, rehabilitation, and land and / or building acquisition.

**Rescinding the Reopening of Toms River, Lakewood, and Stafford branches on Sunday's:** I am recommending that the Ocean County Library Commission rescind the reopening of the Toms River, Lakewood, and Stafford branches on Sunday, March 21, 2021 and cancel the Spring Sunday schedule in its entirety, January 3 – May 23, 2021.

Unfortunately, the State has not yet included public library workers in a COVID-19 vaccine rollout category. The Ocean County Library will continue our current successful COVID-19 mitigation efforts that involves keeping library staff in branch-based work pods and precludes opening on Sunday's. Operating our Sunday branches brings staff from various branches together and raises the possibility of community spread and the need to close multiple branches in the event of a COVID-19 exposure. The Ocean County Library will resume Sunday operations in fall 2021, on Sunday, September 12, 2021. The Library is currently closed on Sundays in the summer.

Mr. Mancini recommended revisiting this on a monthly basis. The current situation is changing rapidly with the administering of vaccines.

**Executive Order 230, Capacity for patrons of the Library may be increased to 50%:**

The Governor's recent Executive Order 230 states capacity for patrons of the Library may be increased to 50% of total capacity effective Friday, March 19, 2021. Since 50% usage capacity is not mandatory, but permissive per advice of Library Legal Counsel, my recommendation to the Library Commission is that the Ocean County Library remain at the current 35% capacity until such time as all library staff have the opportunity to receive the vaccine for COVID-19. Our current practices are prudent in helping to prevent the spread of the virus.

Mr. Mancini recommended opening the Library to 50% capacity in a safe and effective manner if it can be done. Mr. McDonald agreed with Mr. Mancini's comments.

Ms. Quinn stated that the New Jersey Library Association announced on March 11, 2021, that it received an advisory from the Governor's office that the majority of library workers are likely to be classified under the 1C category in New Jersey's vaccine rollout. At present, school library personnel and library workers 65 years old and above, are eligible to be vaccinated. This began on March 15, 2021, under the 1B category. Other library workers are likely to be classified under the 1C category, beginning in April, 2021.

Mr. Mancini and Mrs. Scaturro will be attending the Ocean County Board of Health Meeting tomorrow and will seek guidance on opening to 50%. If the Board of Health recommends opening to 50%, then the Library will put a plan in place to reach 50% opening capacity for library locations.

**Radio Frequency Identification (RFID) Project:** The RFID project begins at the Toms River Headquarters Branch tomorrow, Wednesday, March 17, 2021. During the RFID tagging process, some sections of the library may be unavailable for browsing. Library staff will be able to retrieve materials in these sections for customers upon request.

**Hot Spots and Chromebooks:** The Hot Spot and Chromebook lending pilot project is underway. The equipment has been received and the Library's Technology Department is currently working on configuring the equipment for usage. Mr. Mailley provided some to display to the Library Commission.

**Grant Opportunities:** More federal and state grant opportunities are being announced to benefit public libraries. If any grant deadlines precede a Library Commission Meeting, Ms. Quinn will review the grant request with the Library Commission's Public Services Committee and the item will be placed on the next Library Commission Meeting Agenda as a ratify the actions of administration item. The Library Commission still retains the right to

accept the funds. However, I do not want to lose the opportunity to apply for funds due to a timing issue.

## 11. Communications – No Communications

## 12. New Business

### **Resolutions**

- A. Ratifying the actions of the Library Commission Chair authorizing execution of an agreement with the County of Ocean for full, equal member participation in the County's Self-insured and Excess Liability Programs to include \$18,970.00 for the Self-Insured General Liability Program, \$26,014.00 shall be paid and will be credited as one (1) year premium payment towards the Excess General Liability Program; \$82.00 per vehicle and \$190.00 per vehicle for principal damage coverage, a per occurrence deductible of \$500.00 is applicable. An amount of \$863.00 shall be paid and shall be credited as a one (1) year premium payment for Excess Automobile Liability Program; \$51,130.00 for the Property Insurance Premium (building and contents) and an additional \$783.00 for the Fine Arts Floater. Excess Policy deductibles for these coverages are \$250,000.00 for most perils for the period of April 1, 2021 through March 31, 2022;
- B. Authorizing a resolution to donate obsolete electronic equipment no longer needed to the County of Ocean's recycling program;

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

- C. Approving Award of Bid for Snow Removal and Landscaping for the period of February 16, 2021, through March 31, 2022 by adding the Island Heights Branch to Region III of the Ocean County Library's Snow Removal and Landscaping contract that was awarded to RPM Landscaping for a yearly cost of \$2,500.00. (Contract # C-20-03);

### **Approvals**

- D. Rescinding re-opening the Toms River, Lakewood, and Stafford branches on Sunday's from 1:00 p.m. to 5:00 p.m. effective Sunday, March 22, 2021, that was approved at the December 15, 2021, Library Commission Meeting;
- E. Approving holding Staff Development Day on Friday, May 14, 2021;
- F. Approving closing the Library System to the public on Friday, May 14, 2021, for Staff Development Day;
- G. Authorizing the Friends of the Island Library (Long Beach Island) to purchase three (3) spinning shelving units at an estimated cost of \$850.00. Two (2) units would be for Youth Services DVD's and one (1) would be for Adult music.

### **Donations**

Approval of Items "A" through "G":

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

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

Passed unanimously

13. Old Business

Mrs. Scaturro stated that during Congressman Andy Kim's visit to the Library a couple of weeks previous, Commissioner Vicari had suggested having QR codes by various items in the Library that you could look up and find out information on the item.

Ms. Siegler stated that the Library's web team came up with QR codes that if scanned take people to a website that explains what the items are, such as the Barcode Luminesce Sculpture that is outside the Toms River Branch and the Joseph H. Vicari Sensory Space in the Toms River Branch. Ms. Siegler said that the Public Relations team took all the photos and put the text together for the project. Ms. Siegler noted that the QR code project was a joint effort with OCL Technology and OCL Public Relations that was completed in a week's time.

14. Public Comment – No Public Commented

15. Closed Session for the purpose of Office and Professional Employees International Union (OPEIU) Local 32, AFL-CIO contractual negotiations.

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

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

Passed unanimously

- 1) Motion to approve the Collective Bargaining Agreement between the Ocean County Library and the Office and Professional Employees International Union (OPEIU) Local 32, AFL-CIO contract from April 1, 2020 through December 31, 2023:

Mr. Mancini  
 Second: Mr. McDonald

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

Passed unanimously

- 2) Motion to approve the establishment and use of the New Jersey Civil Service Title Clerk 4:

Mr. Wolleon  
 Second: Mr. McDonald

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

Passed unanimously

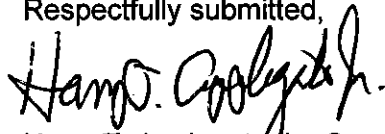
16. Move to adjourn: Mr. Wolleon  
 Second: Mr. McDonald

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 5:09 p.m.

Respectfully submitted,



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