

**OCEAN COUNTY LIBRARY COMMISSION
MINUTES OF THE REGULAR MEETING
Tuesday, April 20, 2021**

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

Absent: Bonnie R. Peterson

Other Attendees: Edward Feurey, Library Counsel
Susan Quinn, Library Director
Sara Siegler, Assistant Library Director
Jennifer Doderer, Personnel Director
David Evans, Technology Manager
Jeri Gunther, Chief Librarian
Rachael LaVoie-Dohn, Chief Librarian, Toms River
Tim Mailley, Assistant Technology Manager
Tom Mongelli, Clerk 2, Public Relations
Rita Oakes, Chief Librarian
Kelly-Ann Pennell, Librarian 4, Branch Services

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 April 16, 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 April 20, 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 April 20, 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

Mr. Mullins was sworn in by Legal Counsel for another five (5) year term.

A motion was made to move Item "A" in New Business to present Rita Oakes with her

retirement resolution: Mr. Wolleon

Second: Mr. Mullins

Roll Call: All members answered Aye

Passed unanimously

Ms. Oakes was presented her retirement resolution by Library Commission Chair Mrs. Scaturro and Library Director Ms. Quinn.

4. Approval of Minutes, Regular Meeting, March 16, 2021 (Copy 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

Abstained: Mr. Mullins

Passed unanimously

5. Approval of Financial Statement, March 2021 (Copy on file, Library Administration Office)

Motion to approve: Mr. McDonald

Second: Mr. Mancini

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

Passed unanimously

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

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

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

Passed unanimously

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

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

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

Passed unanimously

8. 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. Mullins,
 Mr. Wolleon, Mrs. Scaturro

Passed unanimously

9. Director's Report

Ms. Quinn reported on the following:

Ceasing the Quarantining of Library Books and Materials: The Centers for Disease Control and Prevention (CDC) updated its guidelines that the Coronavirus is transmitted primarily in respiratory droplets rather than surfaces; the cases connected with touch surfaces is estimated at one (1) in ten thousand (10,000). We are looking to cease the quarantining of library materials. Many other county libraries have reach out to their local health department for guidance. Ms. Quinn reached out to the Ocean County Health Department and they also recommended the ceasing of quarantining of library materials. They advised that frequently changing gloves and frequent hand-washing was most important. This will allow newspapers and magazine to become available and our meeting rooms will be open again soon for use. Currently meeting rooms are used as areas to quarantine materials. Self-service holds will be continued as well as fines will be waived as we move in a more positive direction.

Removal of Mini-Grant from the Draft Agenda: Due to the short time line we decided that this would not work out for Ocean County Library. We will be looking at other grants in the future.

Updates to the Library General Policy Manual: Ms. Oakes has worked with legal counsel to update the Library's General Policy Manual so that the library is not only tobacco free, but also cannabis free.

Island Heights Upgrades: The Facilities Department has redesigned and updated the Island Heights Branch. Ms. Quinn thanked Joe Cahill and the entire Facilities Department.

Toms River Police Department to use Mancini Hall: Item "E" on the agenda is authorizing the Toms River Police Department to use Mancini Hall on Saturday, April 24, 2021, so residents can bring in unused medications.

Congressman Chris Smith's Visit to the Library: Congressman Chris Smith made a visit to the Toms River Branch. Ms. Quinn thanked County Commissioner and Library Liaison Joseph H. Vicari and Library Commission Chair Ms. Scaturro for attending. He toured the Branch along with visiting the Sensory Space. Congressman Smith is a strong supporter of people with autism and has drafted national legislation in Washington, DC.

Mrs. Scaturro added that the Congressman was very supportive of autism awareness and was amazed with the Sensory Space. He stated that Ocean County Library could be a beacon for other libraries in having the same spaces. Mrs. Scaturro thanked Ms. Siegler who was an initiator of the Sensory Space. She also thanked the staff of the Library.

"You're One in a Million": The Ocean County Library celebrated its one-millionth checkout on the self-check kiosks since reopening in July 2020.

Ms. Siegler stated that 80% of current check-outs are through our self-check kiosks. The milestone was reached on April 14, 2021, and was celebrated on April 16, 2021 with our library customers.

Ms. Quinn stated that since reopening in July 2020 the Ocean County Library has had 1,011,539 check-outs, 74,257 computer usages, and 654,990 visitors.

Staff Development Day: This year Staff Development Day will be all virtual and will be held on Friday, May 14, 2021. The keynote speaker will be Ryan Dowd. He is the Executive Director of the second largest homeless shelter in Illinois and he works with libraries in how work with and homeless population. We will have a lot of others programs as well. If any Commissioners would like to attend please let Harry Applegate know. Any classes that are attended will count towards the Library Commission's continuing education requirements.

Request from the Ocean County Board of Elections: New legislation Bill S3203 was approved by the New Jersey Senate for early voting. The Board of Elections need spaces for ten (10) early voting machines. Libraries are specifically listed as locations that can be used along with County Courthouses and County Clerk's offices. Schools cannot be used.

Mr. Feurey recommended that the Library give the Board of Elections the dimensions of the meeting rooms and let them decide if the spaces would met the requirements that they need.

Ms. Quinn stated that she was not sure if these would become permanent polling places, or just used during COVID.

The Library Commissioners discussed the request and it was decided that a meeting with the Board of Elections would be needed to find out the specific request and how the security and manning of the polls would be conducted. Ms. Quinn will reach out to the Board of Elections to set up a meeting.

10. Communications – No Communications

11. New Business

Resolutions

- A. Honoring Rita Oakes, Chief Librarian, Administration as she retires on June 1, 2021, after thirty (30) years of dedicated service to the Ocean County Library;
- B. Authorizing the soliciting of formal public bids for installation of Automatic Entry Doors at the Toms River Branch;

Bid Awards / Change Orders / Contracts

- C. Authorizing the execution of the OCCARES Grant Agreement Addendum with the County of Ocean extending the CARES Act-CRF funds through December 31, 2021;

Approvals

- D. Ratifying the actions of administration authorizing the Library to partner with and support the Latinas in Business Inc's grant request to serve Latinx and other small businesses in our area by providing a letter of support and providing meeting room space up to six (6) times for this series of programs once we are able to host programs again;
- E. Ratifying the actions of administration approving the Toms River Police Department to use Mancini Hall at the Toms River Branch on Saturday, April 24, 2021, from 10:00 a.m. to 2:00 p.m. so residents can bring in unused medications as part of the DEA's National Take Back Unused Medicine Initiative collection;
- F. Approving the 37th Annual Staff In-Service on Friday, December 3, 2021;
- G. Approving a delayed opening of the Library System at 1:00 p.m. on Friday, December 3, 2021, for the 37th Annual Staff In-Service;
- H. Authorizing an Ocean County Library Institutional Library Card to Integrity House in Toms River;
- I. Authorizing the Friends of the Brick Library to purchase, install, and maintain simple planters of flowers and plants out the Youth Services area at the Brick Branch;
- J. Authorizing the Friends of the Island Library to host their Annual Open House on Sunday, October 17, 2021, at the Long Beach Island Branch being open to the public from 2:00 p.m. to 4:00 p.m. if circumstances permit it occurring;

- K. Approving the Stafford Branch to hold two (2) contactless *Storywalks* and two (2) contactless *Take and Make* kits at the Stafford Community Garden at Lake Manahawkin, Stafford Township during summer 2021 in partnership with the Hunger Foundation of Southern Ocean;
- L. Approving an update to the General Policy Manual, *Section A.5.1 Rules of Conduct* to include the Cannabis Policy;
- M. Approving an update to the General Policy Manual, *Section A.25 Ocean County Library Smoke, Tobacco, and Cannabis Free Library Campus Policy*;

Donations

- N. Accepting two (2) DVD spinner racks for the Youth Services Department and one (1) CD Spinner rack for music from the Friends of the Island Library for the Long Beach Island Library valued at \$884.83.

Donations

Approval of Items "B" through "N":

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

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

Passed unanimously

12. Old Business – No Old Business

13. Public Comment – No Public Comment

14. Closed Session for Personnel matters.

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

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

Passed unanimously

Motion to return to Open Session:

Mr. Mullins

Second: Mr. Wolleon

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

Passed unanimously

1) Motion to appoint Kelly-Ann Pennell as Chief Librarian for a salary of \$88,350.00,
effective April 29, 2021:

Mr. Mancini

Second: Mr. Wolleon

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

Passed unanimously

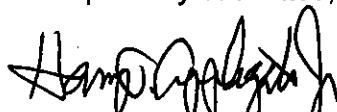
15. Move to adjourn: Mr. Mullins
Second: Mr. Mancini

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 5:02 p.m.

Respectfully submitted,



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