

OCEAN COUNTY LIBRARY COMMISSION
MINUTES OF THE REGULAR MEETING
Tuesday, May 18, 2021

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

Absent: Ruthanne Scaturro, Chair

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
Kelly-Ann Pennell, Chief Librarian
Jennifer Woodman, Budget Officer
Jerry Conaty, Holman, Frenia, Allison, P.C.

Presiding: Christopher J. Mullins, Vice Chair

Mr. Mullins 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 May 13, 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 May 16, 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 May 16, 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 Holman, Frenia, Allison, P.C.: 2020

Mr. Conaty spoke about the draft 2020 Audit. The review found no findings of significant deficiencies, material weaknesses or instances of noncompliance. The final audit will be available to the Library Commissioners for the June meeting.

Mr. Conaty left the meeting.

5. Approval of Minutes, Regular Meeting, April 20, 2021 (Copy on file, Library Administration Office)

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

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

Passed unanimously

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

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

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

Passed unanimously

Motion to approve a consent agenda to approve items 7, 8, and 9:

Mr. McDonald
Second: Mrs. Hutler

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

Passed unanimously

7. Personnel Actions (Copy on file, Library Administration Office)
8. Approval of Bill Certificate List # 5 (Copy on file, Library Administration Office)
9. Ratification of Salary Expenditures (Resolution on file, Library Administration Office)
10. Director's Report

Ms. Quinn reported on the following:

Retirements: Items "A & B" under New Business are honoring Michele Sullivan, Senior Library Assistant, Point Pleasant Beach Branch and Colleen Wood, Senior Library Assistant, Island Heights Branch who are both retiring after sixteen (16) year of service to the Ocean County Library.

Library Construction Bond Act Grant: Items "C & D" under New Business are related to the Ocean County Library's application seeking a NJ Library Construction Bond Act (LCBA) grant for a new Stafford Library in the amount of \$4,824,000.00. She thanked Library Commissioner Mr. Mancini and County Administrator Carl Block.

Expanding Public Services Hours Effective June 1, 2021: The expanded hours are listed as Item "F" under New Business. This will give the Library system 73 additional hours compared with our 2019 pre-pandemic hours. These additional hours will not increase staffing hours.

Mr. Mullins asked if Sunday hours would be returning. Ms. Quinn stated that the Sunday hours will be returning in the fall. Currently the Library System does not offer Sunday hours from Memorial Day Weekend until after Labor Day weekend. Mr. Mancini recommended opening for discussion having Sunday hours during the summer. Ms. Quinn stated that currently three (3) branches are open for Sunday hours; Toms River, Lakewood, and Stafford. It was recommended by Mrs. Hutler to look at other branches for Sunday hours such as Long Beach Island and Upper Shores. Ms. Quinn stated that the Library Staff will look into Sunday hours and report back to the Library Commission

Ceasing the Quarantining of Library Materials: The Library has ceased quarantining of materials. The first overdue notices have been reset to one (1) week after the items are overdue. Library Materials are currently being removed from Meeting rooms.

Fine Free Library: In the Library Commissioners packet is information for the Ocean County Library System to become Fine free. After reopening from the pandemic over 99% of checked-out materials have been returned. She would like to propose this to be approved at the June Library Commission Meeting. Customers that do not return materials will still be charged for the items. Currently customers are charged for materials that are not returned after 120-days. Customers that accrue \$25.00 or more in fines have their Library Card frozen from checking out materials. The Commissioners discussed the current policy on lost items. The Commissioners agreed to discuss further at the June Meeting and would like to see the rules and consequences for not returning materials in writing.

Homebound & Volunteers Services: The Homebound & Volunteer Services Department is currently retrieving materials from life care centers. Currently 17 centers are participating.

Public Services Programs for Summer 2021: The Library is currently preparing for summer reading programs for 2021. Some programs will be virtual. We have partnered with outside venues to conduct off-site programs during the summer. The 2021 summer reading theme is "Tails and Tales" which celebrates animals in a variety of programs.

Updates to the General Policy Manual: Ms. Quinn asked that an update to the Fines and Fees Schedule be added to the agenda to lift the suspension of book sales. This would allow the Friends of the Library to sell items that they currently have on hand.

Mr. Mullins addressed a question received by Ms. Christine Hammerschmidt, President of the Friends of the Plumsted Library requesting permission to conduct book sales and enter their book storage unit. With the lifting of the suspension of book sales and permission to enter their storage unit being granted, this question was resolved.

Ms. Quinn provided the Commissioners with copies of the Draft Sensory Room Policy and would like this to also be added to the agenda. The Library Commissioners discussed and reviewed and policy and after a few changes agreed to add to the agenda as amended.

Ocean County Health Department (OCHD) Vaccination Clinics at Library Branches: The OCHD has reached out to the Library and is requesting to have COVID-19 vaccination clinics at various library branches. The format is the same as our annual partnership with them for flu vaccination clinics held in our branches. This will not affect daily library operations and is listed on the agenda under New Business Item "I". Ms. Quinn thanked Ms. LaVoie-Dohn for setting this up with the Health Department.

Helping Seniors Locate Vaccine Information: OCL's Information Services is helping our seniors locate vaccine information. The COVID-19 pages on SharePoint and the public website have been updated and revised to include the latest eligibility for vaccination and the option for Ocean County seniors to use OceanRide for transportation to and from vaccination locations.

Town Hall with the Governor's Office: A New Jersey Library Town Hall with the Governor's Office was held on Thursday, May 6, 2021. The Governor's Office is interested in partnering with New Jersey's public libraries in focusing on Economic Recovery and Combating the Health Crisis. OCL Information Services will also be leading this initiative.

Early Voting Locations: Ms. Quinn reached out to the County of Ocean to schedule a meeting regarding the request by the Board of Elections to use some library branches as early voting locations as discussed at the May Library Commission Meeting. This meeting will be held at the end of this week and she will provide the Commission with a report. The Commissioners had some questions that they asked Ms. Quinn to inquire about at the meeting.

Staff Development Day: Ms. Quinn thanked Debra Blackwell, Training Coordinator and the entire Staff Development Day Committee for putting together an all virtual event. The Committee did a phenomenal job.

11. Communications

- A. Letter from Ms. Christine Hammerschmidt, President, Friends of the Plumsted Township Library.

12. New Business

Resolutions

- A. Honoring Michele Sullivan, Senior Library Assistant, Point Pleasant Beach Branch as she retires on June 1, 2021, after over sixteen (16) years of dedicated service to the Ocean County Library;
- B. Honoring Colleen Wood, Senior Library Assistant, Island Heights Branch as she retires on June 1, 2021, after over sixteen (16) years of dedicated service to the Ocean County Library;
- C. Authorizing a resolution certifying permission to the Library to apply for the Project grant entitled New Jersey Library Construction Bond Act Spring 2021 Cycle for the purposes described in the application in the amount of \$4,824,000.00 for construction of a new Stafford Branch library building. This is round two (2) of the Act and is due by Friday, June 4, 2021;
- D. Authorizing a resolution certifying the Certification Statements regarding the New Jersey Library Construction Bond Act;

Bid Awards / Change Orders / Contracts

- E. Approving Award of Bid for Debt Collection Services to Unique Management Services, Inc. for a one (1) year period, with a second year renewable option for a per submission fee of \$8.95. (Contract Number: C-21-01).

Approvals

- F. Approving the following Branch Hours effective Tuesday, June 1, 2021:
 - Toms River, Berkeley, Brick, Jackson, Lacey, Lakewood, Manchester Branches: Monday through Thursday 9am - 9pm Friday and Saturday 9am - 5pm;
 - Barnegat, Little Egg Harbor, Point Pleasant Borough and Stafford Branches: Monday 9am - 5pm, Tuesday through Thursday 9 am - 9pm, Friday and Saturday 9am - 5pm;
 - Long Beach Island and Upper Shores Branches: Monday, Thursday, Friday and Saturday 9am - 5pm, Tuesday and Wednesday 9am - 9pm;
 - Beachwood, Island Heights, Plumsted, Point Pleasant Beach, Tuckerton and Waretown Branches, Bay Head and Whiting Reading Centers: Monday 10 am - 9pm, Tuesday through Friday 10 am - 5pm, Saturday 10 am - 2pm.
- G. Approving a letter of support for Ocean County College's Adult Education (Title II) grant application and providing meeting room space for six (6) sessions;
- H. Approving a letter of support for the St. Francis Community Center's Adult Basic Skills Consortium of Ocean County;

- I. Approving partnership with Ocean County Health Department to host COVID-19 vaccinations at various library branches;
- J. Approving the Island Heights Branch to hold two (2) *Family Storytime's* off-site in Memorial Park on Tuesday, July 6, 2021, and Tuesday, August 10, 2021;
- K. Approving the Long Beach Island Branch to transfer bound copies of *The Sandpaper* from 1976 through 2017 from the Branch to the Ocean County Cultural & Heritage Commission;
- L. Approving the Point Pleasant Chamber of Commerce to have a temporary display titled, "*Yellow Heart Memorial*", to be placed on a bulletin board or at the circulation desk at the Point Pleasant Borough Branch from Tuesday, June 1, 2021, through Sunday, July 31, 2021, in remembrance to lives lost to COVID-19;
- M. Approving the Point Pleasant Beach Branch to offer three (3) offsite outdoor programs at the Point Pleasant Beach Borough's "band shell" property, located near 527 Baltimore Ave.;
- N. Ratifying the actions of administration approving NJ PBS's filmmaker Steve Rogers to film inside the Stafford Branch on Thursday, May 20, 2021, from 7:00 p.m. to 8:45 p.m., for a segment of his documentary *Here's The Story*;
- O. Approving the Stafford Branch to partner with the Hunger Foundation of Southern Ocean (HFOSO) for four (4) Tuesday morning *Read & Weed* Storytimes during July and August 2021 offsite at the outdoor Stafford Community Garden at Manahawkin Lake;

Donations

- P. Accepting a donation of \$1,000.00 from Patty Erlandsen for the purchase of furniture for the Brick Branch.

The following items were added to the agenda during the meeting:

- Q. Approving an update to the General Policy Manual, *Section A.6 Fines and Fees Schedule* lifting the suspension of book sales;
- R. Approving an addition to the General Policy Manual, *Section A.26 Sensory Room Policy*.

Approval of Items "A" through "R":

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

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

Passed unanimously

13. Old Business – No Old Business

14. Public Comment – No Public Comment

15. Closed Session – Not Needed

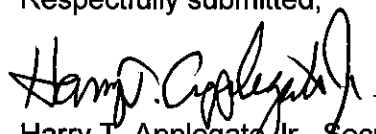
16. Move to adjourn: Mr. Wolleon
Second: Mr. McDonald

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 4:51 p.m.

Respectfully submitted,



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