

OCEAN COUNTY LIBRARY COMMISSION
MINUTES OF THE REGULAR MEETING
Tuesday, June 15, 2021

Attendees: Ocean County Library Commission
Ruthanne Scaturro, Chair
Christopher J. Mullins, Vice Chair
Henry J. Mancini
Timothy McDonald
Bonnie R. Peterson
Paul F. Wolleon

Absent: Susan L. Hutler

Other Attendees: Edward Feurey, Library Counsel
Susan Quinn, Library Director
Sara Siegler, Assistant Library Director
Jennifer Doderer, Personnel Director
Deborah Blackwell, Training Coordinator
Joe Cahill, Facilities Manager
Barry DePaul, Assistant Facilities Manager
David Evans, Technology Manager
Jeri Gunther, Chief Librarian
Rachael LaVoie-Dohn, Chief Librarian, Toms River
Tim Mailley, Assistant Technology Manager
Kelly-Ann Pennell, Chief Librarian
Scott Brown, Librarian 2, Public Relations
Ginny Harnos, Senior Library Assistant, Barnegat
Judy Macaluso, Librarian 4, Senior Services Coordinator
Kelly Nichols, Clerk 4, Administration

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 June 10, 2021, written notice of the meeting stating that it would be held in Mancini Hall of the Toms River Branch was posted to the Ocean County Library website;
- 7. On June 13, 2021, written notice of this meeting stating that it would be held in Mancini Hall of the Toms River Branch was published in the *Asbury Park Press*;
- 8. On June 13, 2021, written notice of the this meeting stating that it would be held in Mancini Hall of the Toms River Branch was published in *The Press of Atlantic City*.

2. Pledge of Allegiance

3. Roll Call and Announcements

A motion was made to move Items "A" and "B" in New Business to present David Evans and Ginny Harnos with their retirement resolutions: Mr. Mullins

Second: Mr. Wolleon

Roll Call: All members answered Aye

Passed unanimously

Ms. Quinn read Mr. Evans' and Ms. Harnos' retirement resolutions.

Library Commission Chair Mrs. Scaturro and Library Director Ms. Quinn presented the Resolutions to Mr. Evans and Ms. Harnos

4. Approval of Minutes, Regular Meeting, May 18, 2021 (Copy on file, Library Administration Office)

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

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

Abstained: Mrs. Scaturro

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

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

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

Passed unanimously

7. Approval of Bill Certificate List # 6 (Copy on file, Library Administration Office)

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

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

Passed unanimously

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

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

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

Passed unanimously

9. Director's Report

Ms. Quinn reported on the following:

Additional Retirements: Items "C" and "D" under New Business honoring Cathy Lynch, Principal Library Assistant, Barnegat Branch and Nancy Bonta Voitko Evans, Librarian 4, Brick Branch Manager who could not attend today's meeting. Their resolutions will be presented to them at a later time.

Rescinding COVID-19 Restrictions: Items "G" through "I" under New Business are rescinding some of the COVID-19 restrictions that were put in place last year.

Ocean County Health Department Vaccine Clinics: The Ocean County Health Department is currently conducting COVID-19 vaccination clinics at various branches of the Ocean County Library System.

New Jersey Library Association Executive Director and State Librarian Visits: On Thursday, July 8, 2021, New Jersey Library Association (NJLA) Executive Director Juliet Machie will be visiting the Toms River, Little Egg Harbor, Tuckerton, Long Beach Island, Barnegat, and Lakewood branches.

On Thursday, July 15, 2021, New Jersey State Librarian Jennifer Nelson and Deputy State Librarian Peggy Cadigan will be visiting the Toms River, Manchester, Long Beach Island, and Little Egg Harbor branches.

Commissioner & Director Plaques: The Library Commissioners plaques and Library Directors plaque has been researched designed and are ready to be installed in the front of the Toms River Branch.

New Construction Bond Act Grant Application: The New Jersey Construction Bond Act 2nd Round grant application has been submitted.

Fine Free Library: Ms. Quinn stated that in the Commission Mailing and in their folders today was the information for the Commissioners to review regarding the Ocean County Library going fine free on overdue materials. The Commissioners reviewed the proposal and after discussion made the following motion.

Motion to Approve the Ocean County Library going Fine Free starting on
Thursday, July 1, 2021: Mr. Mullins
Second: Mr. Wolleon

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

Passed unanimously

Early Voting Locations: Ms. Quinn met with the Ocean County Board of Elections regarding various Library Branches being designated as early voting locations. Early voting would be from the following hours: Monday through Saturday 10:00 a.m. to 8:00 p.m. and Sunday 10:00 a.m. to 6:00 p.m. The following branches were requested: Toms River, Barnegat, Berkeley, Brick, Jackson, Lacey, Little Egg Harbor, Manchester, and Upper Shores.

The Library Commissioners discussed this and requested that the County submit a proposal to the Library Commission with the specifics of the request before this item is voted on.

Tales and Tails Summer Reading: Ocean County Library's summer reading program began on Tuesday, June 1, 2021, and will end on Friday, September 10, 2021. Starting today books that have been read can be logged online.

10. Communications – No Communications

11. New Business

Resolutions

- A. Honoring David Evans, Manager 1, Information Processing, Technology as he retires on July 1, 2021, after twelve (12) years of dedicated service to the Ocean County Library;
- B. Honoring Virginia Harnos, Senior Library Assistant, Barnegat as she retires on July 1, 2021, after twenty-eight (28) years of dedicated service to the Ocean County Library;
- C. Honoring Cathy Lynch, Principal Library Assistant, Barnegat as she retires on July 1, 2021, after thirty-three (33) years of dedicated service to the Ocean County Library;
- D. Honoring Nancy Bonta Voitko Evans, Librarian 4, Brick Branch Manager as she retires on July 1, 2021, after fifteen (15) years of dedicated service to the Ocean County Library;

Bid Awards / Change Orders / Contracts

- E. Approving Award of Bid for Janitorial Services second year renewal option for the period of September 1, 2021, through August 31, 2022, as reviewed by the Ocean County Library's Purchasing Department:
 - Region I (B, PX, P, UP) – One and Done Cleaners, yearly cost = \$56,400.00
 - Region II (BD, BKY, BGT, IH, LA, WA) – Triple Star Cleaning, yearly cost = \$41,184.00
 - Region III (STF, LBI, LEH, TU) – One and Done Cleaners, yearly cost = \$36,00.00
 - Region IV (JA, LAK, MA, PL, WH) – One and Done Cleaners, yearly cost \$118,560.00
 - Region V (TR) – One and Done Cleaners, yearly cost, \$99,648.00
Contract # (C-20-05);

Approvals

- F. Accepting the 2020 Audit from Holman, Frenia, Allison, P.C.;
- G. Rescinding COVID-19 Pandemic Emergency restrictions related to meeting rooms, and used and donated materials in the General Policy Manual, *A.6 Fines and Fees Schedule*;
- H. Rescinding COVID-19 Pandemic Emergency restrictions related to the General Policy Manual, *A.10 Meeting Room Policy*;
- I. Rescinding COVID-19 Pandemic Emergency restrictions related to the General Policy Manual, *Exhibit and Display Policy*;

Donations

- J. Accepting a donation of \$200.00 from the Hecht Family Foundation to be used at the discretion of the Library;

- K. Accepting a donation of \$2,644.90 from the Friends of the Jackson Branch for Furniture and Fixtures at the Jackson Branch;
- L. Accepting a donation of \$500.00 from the Friends of the Jackson Branch for Young Adult programming at the Jackson Branch;
- M. Accepting a three (3) tiered bookcart from Sheldon Goldstein valued at \$344.99 for the Upper Shores Branch.

Approval of Items "C" through "M":

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

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

Passed unanimously

12. Old Business – No Old Business

13. Public Comment – No Public Comment

14. Closed Session for the purpose of reviewing personnel and employment matters; potential and anticipated litigation.

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

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

Passed unanimously

Motion to return to Open Session:
Mr. Mullins
Second: Mr. McDonald

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

Passed unanimously

- 1) Motion to appoint Tim Mailley to Manager 1, Information Processing Level 1 (Technology Manager) with a thirty-five (35) hour workweek with a salary of \$88,350 starting on Thursday, June 24, 2021: Mr. Mullins
Second: Mrs. Peterson

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

Passed unanimously

- 2) Motion to adopt the County of Ocean's policy granting Library Staff a return of two (2) hours of sick time per COVID-19 vaccination if they used their own time:
Mr. McDonald
Second: Mr. Mullins

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

Passed unanimously

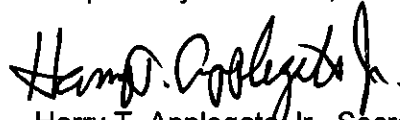
15. Move to adjourn: Mr. Mullins
Second: Mr. Mancini

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 5:07 p.m.

Respectfully submitted,



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