

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

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

Absent:

Other Attendees:    Edward Feurey, Library Counsel  
Susan Quinn, Library Director  
Sara Siegler, Assistant Library Director  
Jennifer Doderer, Personnel Director  
Joe Cahill, Facilities Manager  
Jeri Gunther, Chief Librarian  
Rachael LaVoie-Dohn, Chief Librarian, Toms River  
Tim Mailley, Technology Manager  
Kelly-Ann Pennell, Chief Librarian  
Jennifer Woodman, Budget Officer  
Tom Mongelli, Library Assistant, Public Relations  
Caroll Murray, Senior Library Assistant, Collections  
Diane Musella, Principal Library Assistant, Toms River Circulation  
Elena Roach, Principal Library Assistant, Point Pleasant Boro

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 July 16, 2021, written notice of the meeting stating that it would be held in the Bishop Memorial Building was posted to the Ocean County Library website;
- 7. On July 19, 2021, written notice of this meeting stating that it would be held in the Bishop Memorial Building was published in the *Asbury Park Press*;
- 8. On July 19, 2021, written notice of this meeting stating that it would be held in the Bishop Memorial Building was published in *The Press of Atlantic City*.

2. Pledge of Allegiance

3. Roll Call and Announcements

4. Approval of Minutes, Regular Meeting, June 15, 2021 (Copy 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

Abstained: Mrs. Hutler

5. Approval of Financial Statement, June 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. Mullins,  
Mrs. Peterson, Mr. Wolleon, Mrs. Scaturro

Passed unanimously

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

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

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

Passed unanimously

## 7. Approval of Bill Certificate List # 7 (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,  
 Mrs. Peterson, Mr. Wolleon, Mrs. Scaturro

Passed unanimously

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

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

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

Passed unanimously

## 9. Director's Report

A motion was made to move Items "A" and "B" in New Business to present Carol Murray and Elena Roach with their retirement resolutions:

Mrs. Hutler  
 Second: Mr. Mullins

Roll Call: All members answered Aye

Passed unanimously

Ms. Quinn reported on the following:

**Resuming Programming:** Under approvals are some upcoming off-site programming and after-hours events for Commission approval along with some Downtown Toms River events.

**Whiting Volunteer First Aid Donation:** The Whiting Volunteer First Aid Squad has donated \$100,000.00 to the Ocean County Library for the Manchester Branch.

**Job Fair at the Brick Branch:** The Brick Branch will be partnering with Royal Farms two (2) job fairs on Saturday, July 31, 2021, and Saturday, August 7, 2021, from 12:00 p.m. to 3:00 p.m.

**Jackson Grove Painting:** In the Commissioner's folder is a card made by the Library's Printing & Graphics department of the Jackson Grove painting by Matt Gabel in memory of County Architect James Hyres, husband of long time Library Commissioner Eleanor Hyres. When Mr. Hyres passed away Mrs. Hyres requested funds be donated to the Ocean County Library Foundation. This painting is hanging at the Jackson Branch.

**2020 OCL Annual Report:** The 2020 Annual Report has been compiled and a pre-published copy is in the Library Commissioner's folder. The report highlights the library staff and tells the story during the pandemic. The staff and Library Commission has done an amazing job in serving our residents during a historic year.

**Meeting Rooms:** Meeting rooms have been cleared out from the stored furniture and are being made available for use by the public.

**Partnership with the Ocean County Health Department:** The Library continues to partner with the Ocean County Health Department with providing places to have COVID-19 vaccination clinics, and are preparing for the upcoming Flu vaccinations. August is National Immunization Month.

**Sunday Hours Resume in the Fall:** Starting on Sunday, September 12, 2021, Sunday hours at the Toms River, Lakewood, and Stafford branches will resume.

**NJLA Visit:** Executive Director Juliet Mackie visited Ocean County Library on Thursday, July 8, 2021, and was impressed with our system.

**State Librarian Visit:** State Librarian Jennifer Nelson and Deputy State Librarian Peggy Cadigan visited Ocean County Library on Thursday, July 15, 2021, both were impressed with our Sensory Space.

**Early Voting Update:** Ms. Quinn reached out to the County regarding the early voting machines and requirement and has not received a reply with an update.

**Balance of Past Fines:** Mr. Mullins asked if there was an update to the amount of overdue fines that are still open. Ms. Siegler stated that currently the amount is approximately \$735,000.00. Fines are only kept open for seven (7) years. The new policy that took effect on July 1, 2021, waives fines, but lost items are still charged.

## 10. Communications – No Communications

## 11. New Business

### **Resolutions**

- A. Honoring Caroll Murray, Senior Library Assistant, Collections as she retires on August 1, 2021, after twenty-six (26) years of dedicated service to the Ocean County Library;
- B. Honoring Elena Roach, Principal Library Assistant, Point Pleasant Borough Branch as she retires on August 1, 2021, after twenty-five (25) years of dedicated service to the Ocean County Library;
- C. Authorizing the Library Director or her designee to prepare and advertise for Request for Qualifications for Various Exempt Services (books, audio, video, magazines, downloadable, etc.) in accordance with N.J.S.A. 19:44A-20 et.;

- D. Authorizing the soliciting of formal public bids and / or using State, County, or Co-Op contracts for the purchase of new Library vehicles for 2021 and 2022;
- E. Authorizing the soliciting of formal public bids for outdoor Library Book Drops and Carts for various Library Branches;

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

#### **Approvals**

- F. Ratifying the Actions of Administration approving the Jackson Branch to have a collection bin in the Branch from Tuesday, July 12, 2021, through Friday, August 13, 2021, for Rays of Hope, Inc. to collect book bags and other school supplies for the Jackson Pantry;
- G. Ratifying the Actions of Administration keeping Mancini Hall in the Toms River Branch open after-hours until 6:00 p.m. on Saturday, July 17, 2021, to allow the Ocean County Health Department to offer COVID-19 vaccinations during the Downtown Toms River's Summer in the Street event;
- H. Ratifying the Actions of Administration keeping the Toms River Branch lobby and restrooms open after-hours until 6:00 p.m. on Saturday, July 17, 2021, for the Toms River Business Improvement District's (TRBID) Summer in the Street event;
- I. Approving the Jackson Branch to have a collection bin in the Branch from Saturday, July 31, 2021, through Thursday, September 1, 2021, to collect non-recyclable school supplies;
- J. Approving the Ocean County Health Department to hold flu vaccine clinics at various Ocean County Library branches through Friday, December 31, 2021;
- K. Approving the Ocean County Health Department to hold COVID-19 vaccine clinics at various Ocean County Library branches through Friday, December 31, 2021;
- L. Approving the Long Beach Island Branch to have a collection bin in the Branch from Wednesday, July 21, 2021, through Friday, December 4, 2021, to collect socks on behalf of the Kiwanis Club of Long Beach Island for their annual "Happy Feet" project;
- M. Approving the Point Pleasant Boro Branch to attend the off-site National Night Out in August from 6:00 p.m. to 8:00 p.m. on a date to be determined;
- N. Approving the Stafford Branch in partnership with the Friends of the Stafford Library to have an after-hours Phil Bruschi's *The Brylcreem Boys* concert on Monday, October 25, 2021, from 6:00 p.m. to 8:00 p.m.;
- O. Approving the Toms River Police Foundation's Jingle Bell Run 2021 event to use Mancini Hall the weekend of Saturday, December 4, 2021, after-hours until approximately 5:30 p.m. and Sunday, December 5, 2021, after-hours from 12:30 p.m. until approximately 5:30 p.m.;
- P. Approving the Toms River Business Improvement District's (TRBID) request to keep the Toms River Branch lobby, restrooms, and Café open after-hours until 6:00 p.m. on Saturday, September 18, 2021, for the Chili & Comfort Food Festival;
- Q. Approving the Toms River Fire Company #1's request to keep the Toms River Branch lobby, restrooms, and Café open after-hours on Saturday, October 30, 2021, from 5:00

p.m. to 9:00 p.m. for the Annual Halloween Parade with a rain date of Monday, November 1, 2021;

- R. Approving the Toms River Branch to close at 5:00 p.m. on Monday, November 1, 2021, if needed for the Annual Halloween Parade;
- S. Approving the Toms River Business Improvement District's (TRBID) request to keep the Toms River Branch lobby, restrooms, Café, and Mancini Hall open after-hours on Friday, December 3, 2021, from 5:00 p.m. to 8:30 p.m. and to use the library steps for the Annual Downtown Toms River Christmas Tree lighting;
- T. Approving the Trustees of the Tuckerton Library Association to have their meetings in the Tuckerton Branch after-hours from 7:00 p.m. to 8:00 p.m. on the second Wednesday of each month from August through November 2021;

### Donations

- U. Accepting a \$100,000.00 donation from the Whiting Volunteer First Aid Squad for the Manchester Branch.

Approval of Items "C" through "U":

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

Roll Call: Ayes: Mrs. Hutler, 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 – No Closed Session.

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

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 4:27 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Harry T. Applegate Jr.", written in a cursive style.

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