

OCEAN COUNTY LIBRARY COMMISSION
MINUTES OF THE REGULAR MEETING
Tuesday, October 19, 2021

- Attendees: Ocean County Library Commission
Ruthanne Scaturro, Chair
Henry J. Mancini
Timothy McDonald
Bonnie R. Peterson
Paul F. Wolleon
- Absent: Christopher J. Mullins, Vice Chair
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
Tim Mailley, Technology Manager
Kelly-Ann Pennell, Chief Librarian
Jennifer Woodman, Budget Officer
Scott Brown, Librarian 2, Public Relations
Maria Lind-Hansen, Friends of the Toms River Library
Kelly Nichols, Clerk 4, Administration
Karen Roselli, Friends of the Toms River Library
- 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 October 13, 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 October 18, 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 October 18, 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, September 21, 2021 (Copy on file, Library Administration Office)

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

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

Abstained: Mrs. Scaturro

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

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

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

Passed unanimously

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

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

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

Passed unanimously

7. Approval of Bill Certificate List # 10 (Copy on file, Library Administration Office)

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

Roll Call: Ayes: Mr. Mancini, Mr. McDonald, 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. Wolleon

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

Passed unanimously

9. Director's Report

Ms. Quinn reported on the following:

A motion was made to move Item "A" in New Business to present the attending Friends of the Library with the Library's National Friends of the Library Week Resolution:

Mr. McDonald
 Second: Mr. Mancini

Roll Call: All members answered Aye

Passed unanimously

Library Commission Chair Mrs. Scaturro and Library Director Ms. Quinn presented the Resolution to Ms. Lind-Hansen and Ms. Roselli. Ms. Lind-Hansen and Ms. Roselli stated that the Friends of the Toms River Branch Library just concluded a "Bling" sale where the Friends raised \$3,337.00.

Joseph H. Vicari Sensory Space Ribbon Cutting: Ms. Quinn stated that the ribbon cutting ceremony for the Joseph H. Vicari Sensory Space was held earlier today. She thanked Commissioner Vicari for his support of this project along with the Library Commission and praised the work that was done by Ms. Siegler and Library staff in making this project possible.

Summer Reading 2021: During the 2021 Summer Reading initiative Katie McKnight, Youth Services Coordinator reported that 1,951 children participated reading 28,765 books. Jeannie Collacott, Young Adult Services Coordinator reported 2,362 teens participated

reading 21,371 books, for a total of 50,136 books read during the course of the summer reading program. This is more than the population of Manchester Township.

491 teens participated in the Virtual S.A.I.L. (Student Achievement In Library's) program accumulating 6,467 community services hours.

9/11 Sites Updates: Elizabeth Cronin, Information Services Coordinator researched and updated the list of 9/11 memorial sites in Ocean County.

Wellness Kits: Judy Macaluso, Senior Services Coordinator partnered with the Ocean County Health Department in distributing 560 wellness kits to seniors at Ocean County Library branches.

October Celebrations: Ocean County Library is currently celebrating Hispanic Heritage Month, Family Caregiver Awareness Month, and Diversability Month.

The Lakewood Branch had over 100 immigrants registered for ESOL (English Speakers of Other Languages) classes.

The Jackson Branch's meeting room hosted a display celebrating the Jackson Police Departments 75th Anniversary.

Jackson Friends Donation: Ms. Quinn thanked the Friends of the Jackson Library for their generous donation of \$966.43 for Children's programming at the Jackson Branch.

10. Communications – No Communications

11. New Business

Resolutions

- A. Honoring October 17 – 23, 2021, as Friends of the Library Week;
- B. Authorizing a resolution to solicit Request for Qualifications (RFQ) for a new Employee Assistance Plan (EAP);
- C. Authorizing the soliciting of formal public bids for service and repairs to Automatic Door Systems at various library locations for a one (1) year period;

Bid Awards / Change Orders / Contracts

Approvals

- D. Approving a partnership with MOCEANS, a 501(c)3 non-profit organization that focuses on independent living for individuals with different abilities;
- E. Approving the Library to partner with various local charitable and community based organizations to collect items to benefit Ocean County residents in need from Wednesday, October 20, 2021, through Monday, January 3, 2022;

- F. Approving the Friends of the Beachwood Branch to have their Executive Board meetings in the Beachwood Branch before normal open hours at 9:00 a.m. on Friday, October 1, 2021, Friday, November 5, 2021, and Friday, December 3, 2021;
- G. Approving the Trustees of the Island Heights Library to have their meetings in the Island Heights Branch before normal open hours on Monday, October 25, 2021, and Monday, November 29, 2021;
- H. Approving the Jackson Branch to have a collection bin in the Branch from October 2021 through December 2021 to collect canned goods for the Jackson Food Pantry;
- I. Approving the Point Pleasant Boro Branch to have a collection bin the Branch from October 2021 through January 2022 to collect food for the Point Pleasant Memorial Middle School Food Drive which will support the Fulfill of Monmouth and Ocean Counties food bank;

Donations

- J. Accepting a \$996.43 donation from the Jackson Friends of the Library for Children's Programming at the Jackson Branch.

Approval of Items "B" through "J":

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

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

Passed unanimously

12. Old Business

Ms. Quinn stated that the Library Commissioners were given a print copy of the Ocean County Library's 2020 Annual Report in their folder.

13. Public Comment – No Public Comment

14. Closed Session – No Closed Session.

- 15. Move to adjourn: Mr. Mancini
Second: Mr. McDonald

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 4:12 p.m.

Respectfully submitted,

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

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