

OCEAN COUNTY LIBRARY COMMISSION
MINUTES OF THE REGULAR MEETING
Tuesday, November 16, 2021

Attendees: Ocean County Library Commission
Ruthanne Scaturro, Chair
Susan L. Hutler
Bonnie R. Peterson
Paul F. Wolleon

Absent: Christopher J. Mullins, Vice Chair
Henry J. Mancini
Timothy McDonald

Other Attendees: John C. Sahradnik, Library Counsel
Susan Quinn, Library Director
Sara Siegler, Assistant Library Director
Jennifer Doderer, Personnel Director
Joe Cahill, Facilities Manager
Tim Mailley, Technology Manager
Jennifer Woodman, Budget Officer
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 November 11, 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 November 15, 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 November 16, 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, October 19, 2021 (Copy on file, Library Administration Office)

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

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

Abstained: Mrs. Hutler

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

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

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

Passed unanimously

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

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

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

Passed unanimously

7. Approval of Bill Certificate List # 11 (Copy on file, Library Administration Office)

Motion to approve: Mrs. Hutler
Second: Mrs. Peterson

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

Passed unanimously

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

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

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

Passed unanimously

9. Director's Report

Ms. Quinn reported on the following:

Request from the NJ Congressional Redistricting Commission: Item "J" was added under New Business on the Agenda since the mailing. This was a request from the New Jersey Congressional Redistricting Commission to enter the Toms River Branch before normal open hours and open Mancini Hall for a public meeting on Sunday, November 21, 2021.

2022 Estimated Net Valuation for Library Tax: The Library's Finance Department received the 2022 Estimated Net Valuation for Library Tax Apportionment from the Ocean County Board of Taxation. An increase of 8.77% from the finalized 2021 Ratable Base. This information will be utilized to more accurately formulate the 2022 Budget requirements.

Stafford Branch Upgrades: A French drain was installed and is operational in two (2) of the main rooms where water infiltration occurred as planned. Mold and air sampling were completed and revealed some areas of concern. A mold remediation Contractor was brought in on November 2, 2021, to clean surfaces, air grilles, ductwork, ceiling tiles and other areas. The work has been completed.

Chromebook & Hotspot Pilot: The project has been underway since September 7, 2021. Since that time, seventy-eight (78) Hotspots and forty-nine (49) Chromebooks have been checked out to patrons.

Museum Pass Program: The New York Society Museum & Library and the Newark Museum of Art has been added to our Museum Pass Program.

National Caregivers Month: November is National Caregivers Month. Senior Services is providing branches with pamphlets, posters / fliers and signage displays from the Alzheimer's Association.

Contactless Delivery: The Homebound and Volunteer Services Department has successfully completed the first month of Contactless Delivery. Customers and Activity Directors are very happy to have library materials delivered once again.

Joseph H. Vicari Sensory Space: Since the Sensory Space has been open, visitors of all ages, abilities and needs have benefited from the relaxing atmosphere of the Space. All reactions shared to Sensory Space Staff have been positive.

October Celebrations: During the month of October, Hispanic Heritage Month; Diverseability Month; and Italian Heritage Month were celebrated.

Branch Programming: Knitting Baby Hats for Premature Babies will be conducted by the Toms River Adult Services and Toms River Teen Services departments in hosting a loom knitting program on December 1, 2021. Teens and adults will learn how to loom knit a preemie hat, which are in short supply at Community Medical Center where the hats will be donated. Supplies for this program are sponsored through the generosity of the Friends of the Ocean County Library – Toms River.

To celebrate Hispanic Heritage Month, the Toms River Adult Services Department hosted its first live performance since before the pandemic. Alborada Spanish Dance Theatre performed *Spanish Tapas* which included a variety of flamenco and folk dances from Spain, Mexico, and Ecuador. Attendees were delighted to attend an in-person library program after so long.

Toms River Adult Services and Toms River Teen Services collaborated on a program with Adam Kubler of ARC's Project Hire to discuss what parents can do to prepare their children with disabilities for future employment.

The Toms River Makerspace has begun hosting Sparks's Lab by appointment.

Barnegat Youth Services had their first class visit of 2021. Three (3) special needs classes with seventeen (17) students and fifteen (15) adult chaperones toured the library and a teacher-directed craft while watching a Halloween themed video.

Partnerships & Outreach: Brick Branch staff attended the Greenbriar 1 Health Fair. Staff spoke with ninety-one (91) residents of the community, sharing information on library services and programs, and other resources. Residents were excited to learn of our virtual resources such as Libby and hoopla.

Little Egg Harbor Branch Young Adult Librarian, Kristen Crepezzi met with the Pinelands Regional School District Assistant Superintendent to discuss the best ways to support educators and students in the district. As a follow-up to this meeting, Kristen designed and recorded a presentation detailing the many ways that the Ocean County Library can support curriculum goals of the teachers and students, as well as enhancing the extra-curricular lives of all residents.

The Long Beach Township Police Department, in partnership with the Long Beach Township Parks and Recreation Department asked the Long Beach Island Branch to provide forty (40) Take & Make Craft Kits for their 5th Annual Harvest Hayride participants.

Manchester Information Services Librarian Mike Mahoney gave a PowerPoint presentation on Manchester, Lakehurst, and Whiting history to the Lakehurst Historical Society at the Lakehurst Community Center. Eighteen (18) people attended the presentation and it received press coverage in The Manchester Times. He also gave the presentation at The Pines at Whiting.

11. New Business

Resolutions

- A. Establishing the Library Commission January Reorganization and Regular meeting dates for 2022;
- B. Authorizing the 2022 Ocean County Library Holiday schedule;
- C. Authorizing the Technology Department to waive past overdue fines from approximately 60,010 Ocean County Library card holders in the total amount of \$733,643.55;

Bid Awards / Change Orders / Contracts

- D. Authorizing an agreement with Zoobean for Beanstack Plus Service for subscription software services for a thirty-six (36) month period at an annual rate of \$7,579.00;
- E. Authorizing an Agreement with Innovative Interfaces, Inc. to provide the Ocean County Library with a modern and enhanced library catalog to better promote and provide access to materials available for patron use in the amount of \$71,527.00;
- F. Award of Bid for eighteen (18) Envisionware Library Document Stations to Envisionware, Inc. in the total amount of \$84,880.00;
- G. Award of Bid for thirty-seven (37) Early Literacy Bilingual Computer Stations to Advanced Workstations in Education (AWE) in the total amount of \$149,817.00;

Approvals

- H. Approving the Whiting Reading Center to have a collection bin in the Reading Center from Mid-November through Friday, December 31, 2021, to collect items on behalf of Kevin's Kids to benefit the Manchester School District;
- I. Approving the Ocean County Sheriff's Department annual toy drive to have collection bins in various branches from Wednesday, November 17, 2021, through Friday, December 31, 2021.
- J. Approving the New Jersey Congressional Redistricting Commission to enter the Toms River Branch before normal open hours at 10:00 a.m. and open Mancini Hall to the public at 12:00 p.m. on Sunday, November 21, 2021, for a public meeting.

Donations

Approval of Items "A" through "J":

Motion to approve: Mr. Wolleon

Second: Mrs. Hutler

Roll Call: Ayes: Mrs. Hutler, Mrs. Peterson, 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. Hutler
Second: Mrs. Peterson

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

Passed unanimously

Motion to return to Open Session:
Mrs. Hutler
Second: Mr. Wolleon

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

Passed unanimously

1) Motion to Approve the following Addenda for salary increases effective January 1, 2022 :

- A. Ocean County Library Employee Association (Full-time Support Staff Unit)
- B. Ocean County Library Employee Association (Librarian Unit – Non Supervisory)
- C. Ocean County Library Employee Association (Full-time Librarian Unit – Supervisory Unit)
- D. Office and Professional Employees International Union (OPEIU)
- E. Ocean County Library Employee Association (Part-time Librarian Unit – Non Supervisory)
- F. Ocean County Library Employee Association (Part-time OCLEA Support Staff)
- G. Library Pages
- H. Library Monitors
- I. Confidential Employees
- J. Management Employees
- K. Personnel Director
- L. Library Director

Mrs. Hutler
Second: Mr. Wolleon

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

Passed unanimously

2) Motion to approve Ocean County Library Staff that have a scheduled vacation day on December 31, 2021. to carry over an additional vacation day from 2021 to 2022:

Mrs. Hutler

Second: Mrs. Peterson

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

Passed unanimously

15. Move to adjourn: Mrs. Hutler

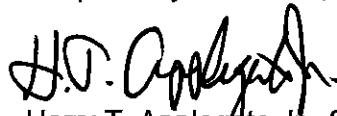
Second: Mr. Wollen

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 4:26 p.m.

Respectfully submitted,



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